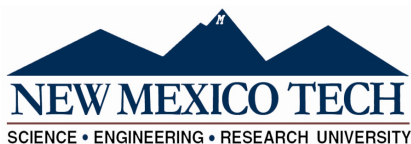


Posted: December 2, 2024



POSITION ANNOUNCEMENT

TITLE: STUDENT ACCESS SERVICES DIRECTOR

DEPT: STUDENT ACCESS SERVICES

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$76,000 - \$80,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Reporting to the Dean of Student Success Initiatives and with a dotted line to the Director of Equal Opportunity Reporting and Affirmative Action, the Director of Student Access Services is a transformational leader who supports access for students with disabilities in all institutional programs, services, and activities. The Director will exercise collaborative leadership in advancing the equal participation of students with disabilities through the interactive process. The Director will ensure that the Student Access Services (SAS) is guided by a program mission, have appropriate resources to fulfill the mission, operate under practices consistent with the mission, and establish an ongoing process of assessment in achieving the mission. In collaboration with and in support of the Student Affairs Leadership Team, the Director will ensure that SAS addresses individual requests for accommodations and support the implementation of accessibility solutions, including design changes and accommodations consistent with university policy and State and Federal laws. The Director will share information, educate, and consult with a broad cross section of the campus community to facilitate access and inclusion for students with disabilities in all services, programs, and activities offered by the institution.

The Director serves as a primary resource to the campus community regarding student programmatic access as mandated by state and federal laws. The Director serves as the campus student program access manager and works strategically and collaboratively with the NMT Campus to support strategic ADA compliance. The Director is expected to work at a high level of autonomy and exercise independent judgment, where appropriate, to identify, address, and resolve systemic and individual barriers for students with disabilities in all aspects of the university.

The Director ensures the SAS office is welcoming and inviting to current and potential students who access services. The Director is committed to inclusion, diversity and equity, modeling inclusive behavior, and promoting a culture of belonging. Additionally, the Director has a commitment to maintaining confidentiality of information and records.

JOBS FUNCTIONS:

Access and Inclusion:

Works with individual students to identify disability-related barriers and strategies for mitigating them through design changes and accommodation. Consults with faculty members to mitigate disability-related barriers for individual students through design strategies and reasonable accommodations. Collaborates with on- and off-campus partners (e.g., admissions, career services, residence life, dining services, library, event

management) to address barriers to access identified by students with disabilities. Refer students without document ADA accommodations to the Counseling Center for testing

Leadership and Collaboration

Functions as the organization authority on student accommodation, and advises senior management on all aspects of the program, and on the legal requirements affecting the program. Provides institutional leadership to foster equitable higher education experiences for students with disabilities. Collaborates with administrators, faculty, staff, students, and other relevant institutional personnel in the design of equitable campus environments. Collaborates with academic personnel to ensure disability as diversity is considered in the development, review, and revision of academic policies. Fosters a positive disability narrative that informs the campus culture and climate while educating and inspiring community members to be agents of change in improving climate for students with disabilities. Promotes disability representation at all levels of institutional decision making. Ex-Officio Member of the Faculty Senate ADA Committee

Administration, Planning, and Operations

Manages the resources-fiscal, human resources, facilities, etc. to ensure that they meet the needs of the program. Sets long- and short-term strategic goals for SAS programs and services. Develops and publicizes a program mission that advances the institution's commitment to access and inclusion. Ensures the institution has committed appropriate resources for coordinating services for disabled students. Acquires, maintains, and updates appropriate technology/software to support student success (e.g., computers, assistive technologies, service coordination software). Implements a secure, computerized database to maintain and organize confidential student records; facilitates coordination of services; supports and guides communication with students and faculty; and supports development of reports. Creates, reviews, and revises professional practices for the effective and efficient delivery of services. Designs and implements a rigorous program of ongoing assessment to improve service delivery and demonstrate institutional impact

Compliance

Ensures that the campus complies with obligations under the ADA, Title II, Section 504 & 508, WCAG 2.0 and other relevant state and federal laws and university policies. Researches and remains current with Office of Civil Rights and Department of Justice court cases and rulings. Serves as the campus student program access manager and works strategically and collaboratively with the campus ADA Officer to support strategic ADA compliance. Integrates research and evidence-based practice to guide, develop, enhance, and implement a foundational framework for compliance with the ADA, and other related federal and state accessibility regulations. Develops and delivers compliance related workshops and educational programs for faculty, staff, and others toward mitigating risk for the university

Consultation and Information Dissemination

Advises and educates regarding disability, barriers, accommodations, and the institution's responsibility for providing access. Through proactive outreach, consultation, and training, fosters an institutional commitment to inclusive design that minimizes the need for individual accommodations to achieve access. Disseminates information regarding disability resources and how to access them in accessible format through all institutional impact

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Counseling, Student Affairs, Social Work or related field and at least 3 year of relevant experience. Thorough knowledge of the legal framework involving accommodations for disabilities through state and federal laws and regulations, including but not limited to ADA, Title II, Section 504 & 508, FEHA, other relevant state and federal laws and university policies, and the Family Educational Rights and Privacy Act (FERPA). Possess or the ability to obtain an ADA Coordinator Certification R Significant and progressively responsible management level experience in a student disability office at a major education institution or working on disability accommodation issues at a research university. Detailed knowledge of models of disability and inclusive educational design and their applications in higher education; experience in the review and creation of policies, which promote social justice, full inclusive, and equal access in higher education. Thorough knowledge of a disability field or fields. Thorough knowledge of reasonable

accommodations and the interactive process. Thorough knowledge of auxiliary services, including but not limited to classroom accommodations, accessible technology, alternative media, exam accommodations, proctoring, captioning, etc. Excellent leadership skills. Excellent ability to lead and develop staff members. Demonstrated skills in independent decision making; analyzing complex situations; making decisions of a complicated nature under pressure, in an environment of constantly changing variables and multi-faceted concerns. Excellent interpersonal, cultural fluency and conflict resolution skills. Ability to effectively communicate and collaborate with people of diverse backgrounds.

DESIRED QUALIFICATIONS:

Master’s Degree in Counseling, Student Affairs, Social Work or related field and at least 2 year of relevant experience. Demonstrated skill and experience in financial analysis, budget planning and resource utilization, including correlating available fiscal resources with departmental programmatic needs. Communication and interpersonal skills to engage effectively with faculty, staff, senior level executives, students, alumni, community and governmental agencies.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling %
Pushing %	Lifting %	Stooping %	Kneeling %
Crawling %	Climbing %	Reaching %	Other %

Apply to: nmtjobapps@npe.nmt.edu