



Coordinator of Student Success: Access Specialist

Department: Office of Academic Engagement & Student Success

Reports To: Senior Director, Academic Engagement & Student Success

Position Summary: This position is responsible for providing enrolled and prospective students with documented disabilities equal access and the opportunity to participate in University programs, services, and activities. This position provides academic adjustments, auxiliary aids, and services to students. This position will provide leadership and direction for the department on policy issues, ADA research, and compliance. Seminal to this position is providing holistic advising in collaboration with campus liaisons to provide the support needed to students receiving accommodations to persist towards their educational goals. This position will provide leadership and direction for the department on policy issues, ADA research, and compliance.

Responsibilities:

- Conduct accommodations review, evaluation, outreach, and implementation, in support/compliance with ADA.
- Interpret Psychosocial and Medical reports to determine eligibility for services, assess disability-related needs, and develop individual academic accommodations.
- Assist with academic onboarding of new students including conducting intake interviews with prospective, advising, and orientation. Ongoing advising and support of continuing students who are interested in obtaining accommodations.
- Provide holistic support services, initial orientation, referrals, and ongoing advising of case management.
- Identifies and develops academic adjustments and accommodations plans to resolve accessibility barriers through offering access to instructional material, course content, online resources, and college programs for students with disabilities.
- Supervise disability records management with attention to the protection of confidentiality of all student records (disability documentation, database, case notes) and in accordance with Family Educational Rights and Privacy Act

(FERPA) regulations.

- Develops training materials and coordinates the implementation of professional development to educate staff and faculty on accessibility solutions and best practices.

Essential Qualifications:

- Bachelor's degree required; Master's degree preferred in Counseling, Special Education, or related field.
- Knowledge of disability issues and ADA regulations affecting post-secondary students.
- Demonstrated evidence of strong leadership, interpersonal and organizational skills is required.
- Demonstrated commitment to the principles of diversity, equity, inclusion, and student development.
- Ability to work effectively in a diverse and team-oriented work environment.
- Competency in working with diversity along multiple dimensions: first-generation. college students, race, ethnicity, immigration status, gender, sexuality, and ability status.
- The ability to effectively communicate and collaborate with students, administrators, faculty, and staff.
- Personal commitment to and ability to effectively support and articulate North Park's mission and philosophy of Christian higher education.

Diversity Statement:

Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago's northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University's core distinctives of Christian, citycentered, and intercultural, NPU values diversity among its faculty and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, People of Color regardless of gender.

Application Deadline: September 15, 2022

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.