

## **Disability Support Specialist**

San Diego - Mission Valley

The Point Loma Nazarene University community is, and intends to be, a decidedly Christian community, as exhibited by our shared beliefs, corporate practices, and Christlike character.

### **JOB SUMMARY**

The Disability Support Specialist functions within Student Development under the supervision of the Director of the Disability Resource Center (DRC) and Tutorial Services, as a member of the highly collaborative, multi-disciplinary Student Success and Wellness team. The Disability Support Specialist assists the Director of the DRC and Tutorial Services with all aspects of the provision of programs and services to graduate education and adult degree completion students as required by the Americans with Disabilities Act (1990), Amendment (2008), and Section 504 of the Rehabilitation Act (1973).

### **JOB STATUS**

Time:

Part time

### **RESPONSIBILITIES**

- Demonstrates a breadth of skill and knowledge associated with ADA/504 and Disability law within higher education settings.
- Receives official documentation; handles documentation according to DRC established protocols for ensuring security and confidentiality.
- Conducts initial Accommodation Plan meetings with students requesting disability support; reviews documentation, assists in the determination of appropriate accommodations based documentation, and ensures files are processed in accordance with the Accommodation Standard Operating Procedure (SOP).
- Develops and disseminates official Accommodation Plans to faculty, DRC student and appropriate staff in timely manner.
- Coordinates the DRC Exam Accommodation Process in accordance with the Exam Accommodation SOP. Completes administrative record keeping (paper and electronic) in accordance with established SOP.
- Receives and delivers exams/quizzes proctored on the Mission Valley campus within 24 hours of exam being given/taken.
- Provides and maintains separate locations on site for quizzes and exams that allow for minimal distractions.
- Attends weekly supervision meetings as required.
- Communicates collegially with faculty and appropriate administrative offices throughout the academic year.
- Acts as liaison between student, faculty and administration and provide advocacy and support for students as needed.
- Ensures compliance with ADA/504 laws and PLNU Disability Resource Center established procedures and protocols.
- Assists DRC Director to establish MOUs with Disability Support Offices for all Community College partners for providing accommodations at their campuses.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of ADA and Section 504, as related to the provision of accommodations in a post-secondary environment.
- Knowledge of academic support functions, assistive and educational technology.
- Excellent time management, work accuracy and organizational skills.
- Strong, well-demonstrated verbal, aural and written communication skills.
- Ability to maintain confidentiality.
- Interpersonal skills that support effective and professional communication with students, faculty and staff.
- Highly developed collaborative skills, commitment to maintaining team cohesion.
- Ability to present to small groups of students.
- Compliance with all Standard Operating Procedures and procedures for Disability Resource Center.
- Commitment to supporting the needs of adult learners with academic needs.
- Working knowledge of problem-solving, team-building, and academic learning skills, including experience in crisis intervention.
- Attend professional development activities for Student Development and the Student Success and Wellness Team.

#### QUALIFICATIONS

- Bachelor's degree; supplemented with at least (2) year of related experience; work experience with adults with disabilities, required.
- Previous supervisory experience preferred; previous training experience required.
- Innovative technological skills that support the use of technology in higher education.
- Demonstrated computer literacy in Excel, Word, desktop publishing software and presentation-related software.
- Ability to work with a diverse adult population to encourage success for students.
- Must possess excellent team member and customer service skills that consistently promote collaboration and collegiality.
- Understanding of and commitment to the institutional and spiritual mission of Point Loma Nazarene University.
- Commitment to adhere to the Community Life Covenant of Point Loma Nazarene University.

Must have early afternoon to early evening hour availability.