



ADA Accommodations Coordinator

College of Saint Mary is seeking an experienced ADA Accommodations Coordinator to join our team. This position works ten hours a week assisting College of Saint Mary students with:

- identifying the presence of a disability
- discussing reasonable accommodations
- communicating with faculty and staff regarding accommodations
- working with residence life on housing requests
- reviewing ADA needs of students and how the college can accommodate these needs
- presenting to staff and faculty about best practices and processes for ADA students

Essential Functions

- Meet with students who self-identify as having a disability
- Explain the disability and accommodations process in place at College of Saint Mary
- Assist students in understanding and completing a request for accommodations form at CSM
- Identify reasonable accommodations as described in the documentation.
- Communicate with faculty and/or staff members regarding the students request for accommodations
- Communicate with the Achievement Center Testing Coordinator regarding disability student needs
- Maintain student files in an appropriate confidential and secure manner
- Monitor College of Saint Mary website and email regarding student disclosure of disabilities
- Stay up to date on changing interpretations and implementation of the ADA accommodations
- Hire and monitor interpreters for the deaf and hard of hearing and any other volunteer and/or paid workers who assist with providing accommodations
- Serve as a resource concerning the ADA and post-secondary education to other administrators, faculty and staff of CSM
- Work with residence life team on accommodation requests from students

Education and Experience

- Master's degree preferred in psychology, education, health or social services
- At least 2 years of experience working with students with disabilities.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for ADA Accommodations Coordinator](#)

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