ADA Accommodations Coordinator  
College of Saint Mary/Omaha, Nebraska  

The ADA Accommodations Coordinator works from 5 to 8 hours a week August to May, is available as needed during high-volume periods of the academic year, and may make a few appointments during the summer months as needed. This position reports to the Director of the Achievement Center. The person in this position is available to students during face to face consultations in the Achievement Center or through email exchanges to determine reasonable accommodations based on student documentation and communicate these accommodations with faculty.

**Primary Job Responsibilities:**

- Meet with students who self-identify as having a disability and 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.
- Maintain student files in an appropriate confidential and secure manner
- Communicate with student, faculty, and staff regarding inquires they might have about ADA and its related interpretation.
- Stay up to date on changing interpretations and implementation of the ADA.
- Hire and monitor interpreters for the deaf and hard of hearing and any other volunteer and/or paid workers who assist with providing accommodations.
- Research possible assisted technology and emerging forms of accommodations to more effectively meet student needs.
- Serve as a resource concerning the ADA and post-secondary education to other administrative and faculty and staff of CSM.

**Qualifications:**

Master’s degree preferred in psychology, education, health or social services and at least 1 year experience working with students with disabilities.

**Salary and Benefits:**

The salary range is $20-24 dollars per hour

**About Omaha:**

College of Saint Mary is located centrally in Omaha, the largest city in Nebraska. A growing city with metropolitan area population of 850,000 set among the rolling hills of the Missouri River Valley, Omaha is the home of five Fortune 500 companies, a world-class zoo, professional and semi-professional sports teams, and a nationally recognized community theater, ballet, and symphony.
Application:

If interested, please apply using the following link. Please put your resume, letter of application including letter of interest and names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.

https://home.eease.adp.com/recruit/?id=5413811

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.