

## **Director of Disability Resources**

**Hamline University Mission Statement:** To create a diverse and collaborative community of leaders dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

**Hamline University Disability Services Purpose Statement:** Hamline University and Disability Resources are committed to ensuring equal access to the university and its programs for students with disabilities. We coordinate and provide reasonable accommodations, collaborate to create an accessible and hospitable learning environment, and promote self-determination on the part of the individuals we serve

**Responsibilities** The director of disability resources directs and administers the delivery of student accommodations and support services for students with document disabilities. The director is the university's ADA/504 Coordinator. This position reports to the dean of students or designate and is a member of the Dean of Students office team. The director is responsible for working with all departments on campus within all schools: School of Law, College of Liberal Arts, Hamline School of Business and Hamline School of Education.

### **Student Services Specific Responsibilities:**

- Review and interpret psycho-education evaluations and other professional documentation using guidelines set up under the Rehabilitation Act section 504 Americans with Disabilities Act.  
Manage medical and psychological documentation to identify appropriate accommodations for students.
- Decide what accommodations are appropriate and ensure that students receive such accommodations.
- Serve as resource and liaison with disability and rehabilitation services in the community.
- Coordinates all accommodations including, but not limited to, services of sign language interpreters, computer-assisted real-time captioning, and note taking services, alternate testing, and alternative text resources.
- Serve as resource and liaison for students with disabilities to provide consultation with faculty, staff, and administrators regarding accommodations and compliance with legal requirements while in consultation with university council.
- Have working knowledge and understand the laws of FERPA, HIPPA, ADA, and Section 504 of the Rehabilitation Act of 1973
- Manage medical and psychological documentation to identify appropriate accommodations for students
- Screen students with suspected learning disabilities and/or ADHD and provide referrals as needed.
- Assist with case management situations with members of the Dean of Students Office.
- Provide and arrange appropriate accommodations for short term disabilities for students.
- Proactively arrange appropriate accommodations with faculty and outside providers as necessary for students.
- Work with admissions to assist transition for new students with disabilities and their families.

- Serve on various campus committees.
- Direct presentations on campus regarding disability.
- Manage presentations from outside sources regarding disabilities.
- Maintain current working knowledge of changing regulations and policies in disability law.
- Serve as a resource to the University in this area.
- Work with Facilities Services to address accessibility plan for university
- Provide assistance to Dean of Students in matters of policies, procedures, and other responsibilities as assigned.

**Qualifications:** Master's degree preferred, bachelor's required in special education, rehabilitation or other appropriate field; and 5 years experience working with people who have disabilities, including management of medical and psychological documentation to identify appropriate accommodations for students.

Strong candidates will possess administrative skills, excellent written and oral communication skills, knowledge of relevant laws including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, expertise in analyzing and interpreting test data, experience in an educational setting, and knowledge of and commitment to the cultural implications of the delivery of services to people with disabilities.

**Compensation:** The director of disability services is a full-time, twelve-month appointment. A competitive salary and a comprehensive benefit package including health, life and disability, and additional benefits is provided. Financial support for professional development is also available.

**To Apply:** Send a resume, cover letter, a statement regarding your personal commitment to diversity and how you as the director of disability services can impact a campus as a multi-cultural organization, and names and phone numbers of at least three references to [hujobs@hamline.edu](mailto:hujobs@hamline.edu)

Review of resumes will continue until the position is filled. Position may be closed upon the discretion of the university.

*Hamline University is an Affirmative Action/Equal Opportunity Employer*