Job Description

Job Title: Student Disability Services Specialist
Job ID: 5902
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Assists with planning and providing a comprehensive program of services for students with disabilities.

- Assists with daily supervision of the unit, including budgets, personnel supervision, and facilities/equipment management
- Provides guidance and advisement to student organizations, administrators, faculty and others on concerns and issues related to students with special needs
- Interacts with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services
- Presents programs and workshops, and prepares communications to students and others promoting the goals of the unit
- Organizes and provides for assistive technology and interpretive services
- May develop and/or review individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines of the American with Disabilities Act (ADA)
- Performs related duties as assigned.

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CONTRACT TITLE
Higher Education Assistant

FLSA
Exempt

CAMPUS SPECIFIC INFORMATION
In the absence of the Director, will assume management responsibilities for the Office of Student Disability Services. This position has overall management responsibility for the access and technology center including the procurement of new equipment and oversight for alternate format and e-text acquisitions.

MINIMUM QUALIFICATIONS
Bachelor's degree and four years' related experience required.
OTHER QUALIFICATIONS
Bachelor's degree and four years' related experience required in the area of higher education and/or disability, assistive technology, or counseling. Excellent communication skills, both verbal and written, required. Must have experience with Assistive Technology programs. Must be able to work effectively with college students with disabilities. Must be willing to work one evening per week. Master's degree and experience in related field preferred.

COMPENSATION
$46,302 - $57,616

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
To apply, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE
Open until filled with review of resumes to begin July 9, 2012.

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.