# Examples of Job Descriptions

*We have included some examples of job descriptions often found in a DSO. These are standard job descriptions designed to provide a starting point when thinking about positing a new position. We encourage DSPs to alter them to reflect their institution’s specific needs.*

**Assistive Technology Specialist**

The Assistive Technology Specialist is responsible for supporting the needs of students with disabilities who need assistive technology for equal access to the collegiate experience.

Specific tasks:

* Serve as the DS representative for any student requesting use of AT as an accommodation. Review the students’ documentation, conduct the in-take, and provide accommodations and follow-up each semester with check-in meetings.
* Manage the AT loan program, the AT lab or AT computer stations, oversee campus-wide purchases, implementation, problem solving and data gathering of use of AT software licenses.
* Oversee all of the alternative formats conversions and processes. Develop and manage an alternative format process.
* Check the websites once a year for accessibility.
* Design a method for faculty and LMS developers to check the course platforms and course materials for access issues.
* Conduct focus groups with students annually to stay abreast of what apps and technology that they are using.
* General office duties as assigned.

Minimum requirements of the candidates:

* Bachelor’s degree (or equivalent) in Education, Information Technology, Information Systems or related field.
* Two (2) years of experience providing assistive technology.
* Demonstrated working knowledge of assistive technologies.
* Ability to work collaboratively and independently with professional staff members and faculty.
* Thorough understanding of Sections 504 & 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Amendments Act (ADAA).
* Thorough understanding of the Web Content Accessibility Guidelines (WCAG), particularly as those guidelines applies to higher education.
* Knowledge and experience working with LMS. Strong technical aptitude and ability to research & solve complex issues independently.
* Excellent oral, written, presentation and communication skills.
* Experience working with students with disabilities.
* Experience working in a university setting, specifically working directly with faculty as part of the course building or delivery processes.

**Administrative Coordinator**

The Administrative Coordinator is the primary touch point for students with a disabilities seeking services at the DSO. They handle all inquiries, process all disability-related documentation, coordinate all exam accommodations, manage our database, run reports, and support the team.

Specific tasks:

* Primary point person for all students via email, phone, and front desks.
* Documentation receipt and recording.
* Manage accommodation letters and accommodation implementation for all students.
* Management of the office database.
* Management of notetaking/exam accommodation processes.
* Some overview programming (including workshops, department visits, presentations, open houses, trainings/education).
* Management and supervision student workers.

Minimum requirements of the candidates:

* Ability to multi-task and prioritize short and long-term projects and responsibilities.
* Flexibility with shifting tasks unexpectedly in a fast-paced office environment.
* Advanced knowledge of Microsoft Office suite including word processing, editing and graphics functions, spreadsheet and database knowledge.
* Bookkeeping or basic accounting knowledge.
* Excellent organizational and interpersonal skills.
* Ability to navigate complex student, parent, and faculty/staff support.
* Supervision experience.
* Promptness and reliability with regards to work hours and task completion.

**Associate Director**

The Associate Director will support the Director in the management of the office staff, graduate students, and service provision to students. The Associate Director will also manage a case load of students from initial in-take through graduation making sure that they have the supports that they need to have the same opportunity as their peers.

Specific tasks:

* Reviews incoming documentation for students requesting accommodations, works with students to develop appropriate curricular and co-curricular accommodation/ modification plans. Provides on-going support for student across academic years.
* Oversees the administrative coordinator and the in-take/ exam processes.
* Provides suggestions to the director about improved practices based on observations, research, and best practices in the field.
* Maintains records of all student, staff, faculty interactions;
* Organizes and runs the Disability Awareness month activities, including gaining student, faculty and staff input into activities.
* Represents the DSO on institutional committees and at local and national conferences.

Minimum requirements of the candidates:

* Master’s Degree in Education, Human Development, special education or other related field.
* 3 – 5 years of higher education experience in disability services.
* Ability to work collaboratively and independently with professional staff members and faculty.
* Thorough understanding of Sections 504 & 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Amendments Act (ADAA).
* Excellent oral, written, presentation and communication skills.
* Experience working with students with disabilities.
* Experience working in a university setting, specifically working directly with faculty as part of the course building or delivery processes.

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