**Access Coordinator I Standard Job Description**

**Classification Title:** Access Coordinator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Access Coordinator I, under general supervision, is responsible for providing support to the Disability Resources staff, faculty, and students with disabilities to contribute to equitable access to the educational environment. Works collaboratively to develop and implement best practices in promoting accommodations.

**Essential Duties and Tasks:**

**30%: DEPARTMENTAL SUPPORT**

* Provides support within the department, including coverage for the main office and testing center.
* Assists as needed with exam accommodation.
* Provides information regarding resources available and general processes.
* Assists and supports staff and faculty in the implementation of accommodations and support of students with disabilities.

**30%: STUDENT SUPPORT**

* Provides direct assistance to students with disabilities.
* This includes individual advocacy and referrals to appropriate campus services and programs.
* Provides services that address the unique needs of students with disabilities and focus particularly on those strategies needed by students at Texas A&M University.
* Assists staff with evaluations of students requesting accommodation.

**15%: CONSULTATION**

* Provides consultation to faculty, campus units, and departments regarding accessibility issues and laws.
* Provides consultation and training to campus and community agencies.
* Serves as a resource on the needs and rights of students with disabilities.

**5%: MISCELLANEOUS DUTIES**

* Serves on University, Division and Departmental committees and task forces.
* Keeps updated on research and best practices related to students with disabilities in higher education.
* Evening work and/or travel may be required.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s Degree or equivalent combination of education and experience.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to relate to the unique needs of college students with disabilities in a manner that demonstrates sensitivity, tact, and professionalism.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone
* Copy/Fax machine

**Physical Requirements:**

* Ability to travel independently to other and/or remote locations.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency calls, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**