**Access Coordinator II Standard Job Description**

**Classification Title:** Access Coordinator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Access Coordinator II, 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%: CONSULTATION**

* Provides consultation, information, resources, and referral to the campus community to promote an equitable learning environment for students.
* Works closely with a specific academic college, to collaborate on disability matters.
* Delivers professional presentations.
* Works collaboratively to develop and implement best practices in promoting design.
* Provides on-going case management to an assigned caseload of students with disabilities.

**30%: RESOURCE FOR STUDENTS**

* Works directly with disabled students on an ongoing basis.
* Works with students includes working collaboratively with faculty and staff to coordinate the provision of accommodations and address barriers to the educational environment.
* Maintains appropriate records by documenting communication with students.
* Refers students to appropriate resources.

**20%: OTHER ADMINISTRATIVE DUTIES**

* Works collaboratively with the department, providing coverage to the main office and testing center when assigned. Assists, as needed, with exam accommodation.
* Serves on University, Division and Departmental committees and task forces.
* Maintains membership with relevant professional organizations.
* Stays abreast of national, state, and local disability-related issues.
* Participates in professional development activities. 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:**

* One year of related experience.

**Required Licenses and Certifications:**

* None

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

* Strong written and interpersonal communication.
* Skilled at developing and delivering professional presentations.
* 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.
* Basic knowledge of disability law as it relates to the educational environment.

**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**

**​​☒​ No**

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

**​​☒​ Yes**

**​​☐​ No**