**Access Coordinator IV Standard Job Description**

**Classification Title:** Access Coordinator IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Access Coordinator IV, 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% Accommodations Determination**

* Meets with students to identify barriers to full participation and determine reasonable accommodations to address barriers.
* Reviews available sources of information including but not limited to disability documentation and student’s verbal reports.
* Maintains and updates records and documentation.
* Serves as lead Access Coordinator to mentor other coordinators as needed.
* Provides on-going case management to an assigned caseload of students with disabilities.

**20% Resource for Students**

* Works directly with a full caseload of 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% Administrative Duties**

* Coordinates two or more programs or initiatives within the department.
* 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.

**10% 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.
* Develops and delivers professional presentations.
* Works collaboratively to develop and implement best practices in promoting design.

**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 the equivalent combination of education and experience

**Required Experience:**

* Five years 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.
* Working 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 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.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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**