



UNIVERSITY
LOUISIANA
LAFAYETTE

UL Lafayette
Office of Disability Services

P.O. Box 44329
Lafayette, LA 70504-4329
Office: (337) 482-5252
Fax: (337) 482-1340

Université des Acadiens

POSITION:

Director, Office of Disability Services

JOB DESCRIPTION:

Oversees the UL Lafayette Office of Disability Services. Manages and oversees disability related services for students; develops policy; supervise staff and training; oversees budget; acts as a spokesperson for the University for disability related matters; advises the colleges, departments, and units of the University in understanding, adhering to, and implementing all pertinent disability related legislation (Section 504 and the Americans with Disabilities Act) thereby facilitating compliance with these regulations ; provides consultation, outreach, and education to faculty and staff regarding students with disabilities; interacts with students to access their academic needs and works with other university departments to arrange for appropriate accommodations and support services; continually monitors and evaluates the status of campus accessibility to include coordinating departmental responses to facilities, residential life, and/or other departments to help ensure maximum access by students with disabilities; serves on committees within and outside the University to provide and receive feedback on issues that impact the disabled.

QUALIFICATIONS:

Minimum of a Master's degree (Doctorate preferred) in counseling or closely related discipline with an interest in the college/university community or an equivalent combination of education, training, and experience is necessary. Prefer candidates with post degree experience who exhibit attributes that enable them to maintain effective interpersonal relationships and communicate with a wide range of university students, faculty, staff, and administrators. Experience in a higher education setting preferred.

ADMINISTRATIVE:

The University of Louisiana at Lafayette is a comprehensive, coeducational, public institution of higher education offering bachelors, masters, and doctoral degrees. Enrollment is approximately 17,000 students. The Office of Disability Services is one of 13 departments within the Student Affairs Division that is headed by the Vice President of Student Affairs. The Office of Disability Services reports to the Vice President of Student Affairs.

POSITION:

Assistant Director, Office of Disability Services, UL Lafayette.

JOB DESCRIPTION:

Provides support including disability management counseling, crisis intervention assistance for university related problems, academic support services, coordination of referrals for other available university services, reviews disability documentation and makes recommendations regarding appropriate accommodations. The Assistant Director also serves as an advocate and liaison between students with disabilities and UL departments to facilitate full participation of such students in university programs. Provides consultation and education with student groups, faculty, and staff. Serves as the advisor to the organizations that are affiliated with ODS and serves on university committees. Coordinates with ODS graduate assistants in offering workshops. Assists the Director with unit assessment and strategic plan. Maintains active professional association membership and appropriate licensure certification. Performs other services that contribute to the mission of the Office of Disability Services and Student Affairs Division within the campus community.

QUALIFICATIONS:

Minimum of a Master's degree in counseling or related discipline with an interest in the college/university community. Licensed or license-eligible in the state of Louisiana. Supervised training experience at the graduate or postgraduate level. Candidate must have working knowledge of ADA as it applies to higher education. Prefer candidates with post degree experience who exhibit attributes that enable them to maintain effective interpersonal relationships and communicate with a wide range of university students, faculty, staff, and administrators. Experience in a higher education setting preferred.

ADMINISTRATIVE:

The University of Louisiana at Lafayette is a comprehensive, coeducational, public institution of higher education offering bachelors, masters, and doctoral degrees. Enrollment is approximately 17,000 students. Office of Disability Services is one of 13 departments within the Student Affairs Division that is headed by the Vice President of Student Affairs.

Position: Testing Coordinator, Disability Services
Unclassified
Reports to Director of Disability Services

General Responsibility:

Coordinate and manages test center operation for students approved for testing accommodations. Oversees the assistive technology lab.

Specific Tasks:

- Design and implement policies and procedures for efficient operation of the testing center.
- Proctor exams and maintain the integrity of the testing center.
- Supervise and monitor test security and maintain timely test delivery service to university departments.
- Manage student use of the ODS testing center including providing information about the use of the test center, scheduling exams, handling student problems, and providing technical assistance for the use of assistive technologies.
- Administer exams by implementing accommodations including (but not limited to) the provision of reduced distraction environments, readers, scribes, word processors, print enlargers, large print copies of exams, Braille, and appropriate equipment.
- Develop staffing schedules for test center and supervise student workers and graduate assistants.
- Monitor and track the location of all tests from the point of pick-up to the point of delivery.

Required Qualifications:

- Bachelor's degree and two (2) years of related experience. Any equivalent combination of required training and experience will be considered.
- At least three (3) years of administrative experience supervising others.
- Experience working with individuals with disabilities or special needs.