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Idaho Falls, ID  
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WEBSITE:  
<http://www.cei.edu/hr>

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# DISABILITY RESOURCE COORDINATOR

EXEMPT Classification

**College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be held the week of August 6, 2018 – interested candidates are encouraged to apply *as soon as possible*.

**Salary Range:** \$42,000 - \$50,000 Annually with Competitive Benefits  
**Location(s):** Idaho Falls

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## GENERAL STATEMENT OF FUNCTION:

Assist in meeting the needs of students with disabilities, students requiring accommodations and accommodative testing, and helping staff and faculty work with students with accessibility needs. Assist in meeting compliance needs for CEI students with respect to local, state, and federal laws related to accessibility, disability, accommodations, accommodative testing, and assistive technology.

Responsible for assisting Dean of Student Affairs with the development and implementation of programs and services to ensure compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (and its Amendments and related Acts), and other applicable state, federal and local laws. Candidate will provide direct services in support of students with disabilities, students requiring accommodations and accommodative testing, and will serve as an integral member of the Disability Services Committee, developing office and college policy and procedures, programming, and advising.

## EXAMPLE RESPONSIBILITIES:

- Conducts new student intakes and assists with review of accommodation letters; writes, distributes, and coordinates letters for qualifying students with disabilities.
- Coordinates and implements Auxiliary Services such as notetaking, lab assistants, studio assistants, interpreting/ transcribing services, readers, and scribes.
- Coordinates and communicates with instructors and academic staff regarding individual accommodations for students (while maintaining strict adherence to FERPA, and all local, state and federal laws and protections).
- Monitors Assistive Technology equipment and software, researches new technologies and makes recommendations on purchases/upgrades as needed. Trains students with disabilities requiring such technologies on its use.
- Oversees all Alternate Format requests to ensure the timely procurement or creation and distribution of electronic, audio, braille, enlarged print, and/or other forms of alternate format materials for student use as a reasonable accommodation.

- Monitors progress of assigned student caseload; provides direction and support for students who are experiencing academic difficulties.
- May occasionally travel between campuses and schools to ensure effective support under the direction of Dean of Student Affairs
- Consistently treats others without bias and applies understanding to using practices and policies.
- Role models behavior that positively contributes to an inclusive work and learning environment.
- Knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 - Amended 2010, and other applicable federal, state, and local laws regarding accessibility and disability.
- Knowledge of and experience with assessing disability documentation from varying sources and determining reasonable accommodations.
- Must be a team player with strong communication, organization, and computer skills and have knowledge of assistive technology applications and their use in assisting persons with disabilities.
- Must enjoy working with individuals with various disabilities, challenges, and accessibility needs
- Broad understanding of reasonable accommodations, assistive technologies, and services used by students with disabilities in higher education.
- Demonstrated ability to manage multiple tasks and work effectively in a fast-paced, team-oriented environment and a strong attention to detail.
- Ability to relate and work with a diverse population preferred.
- Assist in coordination of assistive technology with the Director of Online Learning Services
- Proctor or arrange for proctoring for all accommodative testing to maintain academic integrity for students
- Serve on committees within CEI and in the community as needed and maintain knowledge on current community resources
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Master's degree required in counseling, social work, special education or a related field.
- Experience working with individuals with disabilities and accessibility needs. Preferred in an educational setting, especially in higher education.
- Comfortable with and adept at using assistive technology.
- Knowledge of best practices in assistive technology and resources.
- Ability to implement accommodative testing with the Testing Center staff.
- Coordinate all disability accommodations for current CEI students on campus and online.
- Occasional travel is required

**ADDITIONAL DESIRED QUALIFICATIONS:**

- Current licensure as a counselor or clinical/master social worker is preferred.

- Knowledge of counseling, special education, psychology, rehabilitation, and social science fields is preferred
- Experience managing staff and resources (though no supervision is required at this time).
- Knowledge and understanding of the social and legal issues that affect services for students with disabilities in higher education preferred.

**HOW TO APPLY:**

Electronically submit a completed application packet **(in .pdf or Word format)** to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

- CEI Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: Human Resources at (208) 535-5495 or by email at [hr@cei.edu](mailto:hr@cei.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.