

**WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Coordinator of AccessAbility Services

OPEN TO: The Public

DEPARTMENT: AccessAbility Services

DATE POSITION AVAILABLE: ASAP

SALARY: \$56,388 (minimum)

WORK HOURS: 35 hours per week

DATE POSTED: May 31, 2012

CLOSING DATE: June 22, 2012

JOB POSTING #: 00056394

LOCATION: Danbury, Connecticut

WCSU is seeking an organized, highly motivated individual to serve as the Coordinator of AccessAbility Services. Under the umbrella of Student Affairs, AccessAbility Services coordinates and provides accommodations and [support services](#) to students with all types of disabilities. The Coordinator of AccessAbility Services articulates and implements a vision for serving students who qualify for accommodations. Along with managing the Office of AccessAbility Services and staff, the successful candidate works closely with faculty and departments to provide accommodations for students in instructional settings as well as to resolve complex problems related to coordination of accommodations. Please visit www.wcsu.edu/accessability for more information about the office.

Qualifications: Master's Degree in Psychology, Counseling, Sociology, Social Work, Education, Special Education, or a related field is required as is four years of professional-level experience in program development and implementation, in higher education. The demonstrated ability to formulate and implement student services policies and procedures is required along with the ability to effectively communicate with students, family members and staff. Demonstrated knowledge of interpretation and application of ADA, 504, and other non-discrimination laws required. Demonstrated strong oral and written communication skills and organizational skills required. Demonstrated ability and knowledge of utilizing enterprise software required along with Microsoft Office Suite software is required. Knowledge of Assistive Learning Technology/Adaptive Devices is preferred. WCSU is a dynamic, diverse workplace. The proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Minimum Starting Salary: \$56,388. A comprehensive benefits package is available. Additional information can be found on our website at www.wcsu.edu/hr/benefits/. Once on this website select the Administrative Faculty employment group.

Application Process: Interested candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) professional references to hrpositions@wcsu.edu Attn. Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received by **Friday, June 22, 2012**. WCSU is an AA EO employer/educator.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.