

<b>Job Title</b>	Associate Director of Student Disability Services - Law School
<b>Job ID</b>	28779
<b>Location</b>	CUNY School of Law
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

[Return to Previous Page](#)
[Switch to Internal View](#)

## POSITION DETAILS

The Associate Director of Student Disability Services is a member of the Student Support & Wellness Team within the Student Affairs and Enrollment Management Division at CUNY School of Law. This role serves as the 504/ADA Coordinator for students with disabilities, ensuring equal access and opportunity through innovative support programs. Reporting to the Director of Student Support & Wellness, the Associate Director will oversee all aspects of the accommodation process for prospective, incoming, and current students while also supporting broader programs and services aimed at enhancing the student experience with a focus on supporting and retaining students with disabilities toward graduation and Bar Exam success.

In addition to the position summary, other key duties include, but will not be limited to, the following:

- Determine eligibility for services and coordinate reasonable accommodations for qualified students with disabilities at CUNY School of Law
- Ensure reasonable application of ADA to ensure students with disabilities enrolled in CUNY School of Law can meaningfully participate in academic offerings
- Stay abreast of changing laws related to disability and accessibility, developments in assistive technology, and emergent trends to apply best practices and keep campus constituents informed
- Meet with prospective, admitted, and current students to consult and discuss eligibility for reasonable accommodations.
- Coordinate the exam proctoring and scheduling process. Serves as an exam accommodation proctor to ensure administrative coordination with faculty members.
- Oversee the coordination of note-taking services, including the hiring, arrangement of recording and/or videotaping of classes, lectures, and other academic presentations
- Oversee the coordination of religious accommodations for classes, assignments, and exams, as necessary.
- Make digital resources accessible for students with disabilities including but not limited to obtaining electronic copies of required course books and materials that are ADA compliant.
- Liaise with departments or other administrators overseeing academic and student support services so that the student's needs may be met.

## QUALIFICATIONS

Bachelor's degree and six years' related experience required.

### PREFERRED:

The ideal candidate should have:

- Advanced degree in special education, social work, higher education, administration, or other related discipline.
- Four to six years' experience working in and/or managing student disability services and programs serving a diverse student population in a higher education, including developing policies and guidelines for providing services to students with a broad range of disabilities.
- Familiarity with the Americans with Disabilities Act Amendment (ADA) as it applies to colleges, universities, law schools' assistive technology specialists, and educators.
- Exceptional organizational skills, the ability to manage multiple projects, and meet deadlines with minimal oversight/supervision.
- Strong interpersonal skills, communication, written, presentation and relationship-building skills to work effectively with a variety of stakeholders
- Personal and professional integrity, ability to work discreetly on sensitive assignments, exercise sound judgement, and manage confidential information.
- Proficient in the use of technology, case management and learning management systems; Microsoft Office Suite (Excel, Access, Word, PowerPoint, and Outlook); plus, virtual meeting/conferencing, collaboration tools, and social media.

## CUNY TITLE OVERVIEW

Develops, and manages delivery of, services to students with special needs.

- Oversees daily office operations and provides training and supervision to staff
- Directs one or more distinct programs in support of the unit in an area of expertise, developing plans, providing services, and managing facilities and equipment
- Collects and analyzes relevant program and outcomes data, (tracking usage, satisfaction with initiatives, and impact on student retention and success
- Develops programs to ensure inclusiveness as well as compliance with applicable laws, regulations and policies
- Prepares reports and develops other communications including publications, workshops, and web site materials
- Performs related duties as assigned.

Job Title Name: Student Disability Services Manager

## CUNY TITLE

Higher Education Associate

## FLSA

Exempt

## COMPENSATION AND BENEFITS

\$86,645 - \$96,602

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

## HOW TO APPLY

To apply, go to [cuny.jobs](https://cuny.jobs), access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

## CLOSING DATE

Applications will be accepted through August 15, 2024.

## JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

## EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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[Return to Previous Page](#)

[Switch to Internal View](#)

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