DISABILITIES ADVISOR OPENING

Position Description
The Center for Disability & Access (CDA) is the designated office at the University of Utah which evaluates disability documentation, determines eligibility, and implements reasonable accommodations for enrolled students as guided by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and University policy. During the academic year, CDA serves approximately 1,600 students with disabilities. This current opening represents an expansion of the advising staff to meet the increasing demand for services. The Disabilities Advisor advises students with a wide range of disabilities such as learning disabilities, ADHD, psychological disabilities, physical disabilities, medical disabilities and other as defined by the ADA. Conducts disability eligibility analyses, provides referrals, approves accommodations, and recommends students for services to support their academic goals. This position also provides outreach programming to the campus community.

Essential Functions
• Performs intake interviews to gain a foundation of information to provide assistance for people with diagnosed disabilities.
• Meets with students who have disabilities on a regular basis to discuss and plan learning strategies, provide advising, as well as encouragement to facilitate their academic progress.
• Prepares notes to complete advising record after each session, and maintains file to determine and track client progress.
• Evaluates the probability of a disability, approves eligibility, provides evaluation referrals, and based on the documentation, determines appropriate accommodation needs for the student.
• Prepares letters of support for student needs, along with letters to faculty pertaining to any accommodations that may be necessary.
• Evaluates appropriate documentation outlining client strengths and weaknesses, and identifies necessary accommodations, i.e. additional time to take an exam, the need for alternative format, etc.
• Resolves difficult, and oftentimes crisis situations that require immediate attention, i.e. severe depression, suicide, etc., as well as more moderate problems.
• Responds to inquiries and explains services to help prospective and current students understand what is available to facilitate and meet their academic needs.
• Summarizes and disseminates current information and research pertaining to disabilities to the campus community to expand and increase their knowledge on the subject.

Minimum Qualifications
Bachelor’s Degree in psychology, special education, social work, counseling, or rehabilitation counseling or equivalency; the ability to communicate effectively with diverse groups of faculty, staff, and students; and writing and organizational skills required. Three years experience working with college students, preferably students with disabilities.

Preferred Qualifications
Master’s Degree in a related field. Working knowledge of the ADA and Section 504.

Work schedule: Full-time, Monday - Friday, 8am - 5pm (typical) Anticipated start date August 1, 2018.

Salary Range: Expected range $43,000 - $45,000/year, depending on experience, with an excellent benefits package.

To apply, submit a cover letter, resume and completed online job application at https://utah.peopleadmin.com/postings/search (Posting Number PRN17400B) including names of three references. For more information regarding this position, contact Chris Burningham, Search Committee Chair, at cburningham@sa.utah.edu. Review of applications will begin June 25, 2018. Position may close anytime after that date.