**Definition of Class**
This is a professional position in which the incumbent is responsible for working with University students to determine and/or provide necessary services or reasonable accommodations. The incumbent coordinates department efforts and programs to support students with disabilities. The position reports directly to the Director of Student Disability Services.

**Examples of Work Performed**
Provides initial intake interviews with new and prospective students with disabilities.

Conducts interviews with newly verified students to determine reasonable accommodations.

Assists director with review of documentation and determining reasonable accommodations.

Meets with returning students to arrange semester accommodations.

Provides initial review of disputes and complaints.

Trains students with disabilities on the use of a variety of assistive technologies.

Travels to off-campus sites to provide and coordinate needed accommodations.

Coordinates department efforts and programs to support students with disabilities.

Monitors assigned program and makes changes as needed.

Prepares various reports and analysis denoting progress, adverse trends, and makes appropriate recommendations.

Uses American Sign language to communicate with students who are deaf or hard of hearing.

Assists students who are deaf and hard of hearing with interacting and communicating with academic and student affairs departments on campus.

Ensures students who are deaf and hard of hearing receive have full access to educational and other opportunities on campus.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Meets with students to determine and/or provide necessary services or reasonable accommodations.
2. Coordinates department programs to support students with disabilities.
3. Prepares various reports and analysis denoting progress, adverse trends, and makes appropriate recommendations.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; sit; and use hands to finger, handle, or feel.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university in psychology, social work, special education or a related field. AND

- **Experience:** One (1) year of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.