Definition of Class
This is a supervisory position in which the incumbent plans and directs the Student Disability Services (SDS) office. The incumbent is responsible for managing the daily operation of the office. The incumbent exercises discretion and independent judgment. Reports directly to the Executive Director for Equal Opportunity and Regulatory Compliance.

Examples of Work Performed
Manages and directs the daily operations of the Student Disability Services (SDS) office.

Develops and oversees the verification process for students requesting accommodations due to a disability.

Analyzes disability related data and records.

Oversees and directs the work of department staff.

Manages the department budget.

Maintains current knowledge of applicable laws and regulations. Interprets, applies, and assures compliance with applicable laws, regulations, and guidelines pertaining to accommodating students with verified disabilities.

Develops, coordinates, and implements department guidelines and procedures.

Corresponds with prospective students, current students, parents/guardians, and health care professionals.

Follows up with faculty and other campus departments to ensure that decisions regarding approved accommodations are being complied with as determined by Student Disabilities Services.

Trains administrators, faculty, staff, and students about the responsibilities for advocacy, accommodations and accessibility.

Prepares and reviews various reports and analysis denoting progress, adverse trends, and takes appropriate action.

Represents the department and the university on various committees, boards, and associations.

Attends local, state, and national workshops and conferences.

Liaison communications with federal, state and local agencies who affiliate with the Office of Student Disability Services.

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. Manages and directs the daily operations of the Student Disability Services (SDS) office.
2. Oversees and directs the work of department staff.
3. Manages department budget.
4. Prepares and reviews various reports and analysis denoting progress, adverse trends, and takes appropriate action.
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 occasionally move light objects.

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 sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. May periodically walk and occasionally stand.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in counseling, student services, social work, or a related field from an accredited four-year college or university.

AND

Experience:
Four (4) years 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.

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