Coordinator of Deaf/Hard of Hearing Services

Definition of Class
This position is responsible for facilitating communication access to courses, programs, services, activities, and facilities for students who are deaf or hard of hearing. The incumbent works with students, faculty, staff, and administrators to provide and improve access through the provision and development of communication programs and services that promote inclusive design. This position reports to the Director, Student Disability Services.

Examples of Work Performed
Coordinates and participates in the delivery of sign language interpreting, in-class captioning, real-time captioning, note taking and other services for students who are deaf or hard of hearing.

Meets with students to assess and determine individual modes of communication and communication needs, including amplification devices, captioning/transcription, sign language interpreters and oral interpretation.

Recruits, selects, and evaluates services provided by contract service providers, to include sign language interpreters, real-time captionists and volunteer note-takers.

Assesses the qualifications, skills, and credentials of service providers to ensure accuracy and efficiency of services provided.

Coordinates remote services and travels to regional campuses to coordinate services, when needed.

Provides sign language interpreting to students, faculty, and the larger university community, as needed.

Assists in budget preparation and management.

Reviews and revises policies and procedures related to access or students who are deaf or hard of hearing.

Participates in the continuing development of services, programs and activities, university committees and task forces.

Serves as a liaison with students who are deaf or hard of hearing, other campus departments and the Mississippi Department of Rehabilitation Services to facilitate comprehensive services and assistance, and to aid in student retention.

Performs similar or related duties as assigned or required.

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. Facilitates communication access to courses, programs, services, activities, and facilities for students who are deaf or hard of hearing.

2. Coordinates and participates in the delivery of communication-based services for students who are deaf or hard of hearing.

3. Recruits, selects, and evaluates services provided by contract service providers, to include sign language interpreters, real-time captionists, and volunteer note-takers.
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 25 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 periodically required to sit and talk and hear. The incumbent is occasionally required to stand; walk; and use hands to finger, handle, or feel.

Experience/Educational Requirements:

  Education: Bachelor's Degree from an accredited four-year college or university.

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

  Certification: Must hold current certification as an Interpreter, either through QA, NIC, or RID.

  Must be registered or be eligible for registration with the Mississippi Department of Rehabilitation Services Office on Deaf and Hard of Hearing within 30 days from date of hire.

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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