Position Announcement

Western Connecticut State University
Division of Student Affairs
AccessAbility Services
Learning Specialist & Accommodation Specialist
Part Time – 19 hours per week

Western Connecticut State University’s AccessAbility Services office is accepting applications for a University Assistant. This is a part-time position – 19 hours per week over a minimum of at least three (3) days per week and may include evening work hours, as necessary.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

AccessAbility Services coordinates and provides accommodations and support services to over 400 undergraduate and graduate students with documented disabilities. Information on the department can be found at: https://www.wcsu.edu/accessability/

General responsibilities include: providing one-on-one strategy instruction to students with disabilities on topics such as time management, organizational skills, exam preparation, test taking and/or notetaking skills; Work to support students and faculty to ensure that student’s access/accommodation needs are addressed in a timely and accurate manner; Represent office at local transition events for students with disabilities (may require schedule flexibility). The Learning Specialist may also conduct accommodation intake meetings to establish eligibility for reasonable accommodations; Assist in the coordination of testing accommodations; Develop training modules for students, faculty and/or department website on learning strategies, disability services and/or creating accessible material; Provide professional development and/or consultation to University personnel through workshops/trainings.

Minimum Qualifications: Bachelor’s degree in the area of Education, Educational Psychology, Rehabilitation Counseling, Special Education, or closely related field; Experience working with students with disabilities. Experience with students with disabilities in a higher education setting highly desirable; Knowledge of academic learning strategies such as time management, organization, and study preparation; Excellent knowledge of MS Office including Outlook, Word, Excel, and PowerPoint; Demonstrated familiarity with assistive technologies; Excellent organizational skills and be detail oriented.

Preferred Qualifications: Master’s degree in Special Education or related field; Ability to interpret and understand medical and psychological documentation; and determine appropriate services and reasonable accommodations based on provided documentation; Demonstrated experience providing direct services (i.e., 1-1 academic coaching) to individuals with disabilities in the postsecondary environment (at least two (2) years); Knowledge of disability laws governing services in higher education; Knowledge and experience using a computer based database(s).
Position Announcement

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

**Salary & Benefits:** $25.00 per hour. Information on benefits may be found on the Human Resources website: [http://wcsu.edu/hr/benefits/](http://wcsu.edu/hr/benefits/) All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

**Application Process:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume and a cover letter to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – UA - AccessAbility. Review of applications begins on July 14, 2023 and continues until the position has been filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. [http://wcsu.edu/diversity/affirmative-action-data-questionnaire/](http://wcsu.edu/diversity/affirmative-action-data-questionnaire/). Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

**Western is an Affirmative Action Equal Opportunity Educator/Employer**