



## Position Announcement

---

### Western Connecticut State University AccessAbility Services Accommodations Coordinator

Western Connecticut State University is pleased to announce applications are being accepted for an Accommodations Coordinator in the Office of AccessAbility Services.

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. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

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/>

The Accommodations Coordinator coordinates the day-to-day activities related to the provision of specific academic accommodations for students with disabilities, specifically the Accommodated Testing Center and assistive/adaptive technology. This includes planning, managing and coordinating testing and assistive technology accommodations. The accommodations coordinator assists the director in determining and providing reasonable accommodations for students with disabilities. Will supervisor student employees.

### Position Responsibilities

- Plans, manages, and coordinates the day-to-day activities of the Accommodated Testing Center. Maintain exam security, regular communication with faculty regarding exam administration, complying with faculty instructions and approved ADA accommodations as well as management of online database.
- Assists in the hiring, supervision and training of student employees. Along with daily preparation of schedules for student employees.
- Updates and maintains AccessAbility Services website.
- Provides training and oversees work assignments for undergraduate student employees involved in the provision of exam and assistive technology accommodations.
- Collects and reviewed disability documentation; determine disability eligibility; conduct student interviews; devise, implement, and monitor accommodations plans; monitors services and revise and/or discontinue accommodations as needs change.
- Serves as a resource for students, faculty and staff regarding accommodations guidelines and procedures.
- Serves as liaison to arrange, manage and evaluate interpreter services, reader services, personal assistant services, TDD's, and assistive technologies which are provided by public or private agencies.
- Makes referrals to appropriate campus services or community agencies and assumes responsibility for follow-up and assists students in assuming the role of self-advocates.



## Position Announcement

---

- Assures highest level of confidentiality for all service providers, which reflect the privacy rights of all student clients of AccessAbility Services.
- Acts as champion and advocate for disability rights within the context of university obligations, both within the university community (faculty, staff, and students) and beyond (High school guidance counselors, community agencies, professional associations, prospective students, parents).
- Assists with evaluating and assessing the usage of exam and assistive technology accommodations and makes recommendations for procedural modifications and improvements as indicated to assure quality assurance.
- Initiates resolutions for routing issues associated with exam and assistive technology accommodations.
- Compiles, prepares and generates accommodation statistics and reports as needed.
- Maintain detailed records of both internal and external communication.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

### Qualifications

- A Master's degree in Special Education or a related field is required.
- Four (4) years of administrative experience with demonstrated ability to relate to students, faculty, and staff is required.
- Strong oral, written, and interpersonal communication skills.
- Computer literacy with the Microsoft Office Suite.
- Experience with website development.
- Experience with assistive technology.
- Proven ability and experience working with students with disabilities.

**Salary & Benefits:** The hiring salary range is \$81,784 - \$100,00 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at [www.wcsu.edu/hr/benefits/](http://www.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. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

**Application Process:** Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Application materials must be submitted no later than **Sunday, July 6, 2025**. Late applications will not be accepted. Submit application to:

<https://westernconnecticutstateuniversity.applytojob.com/apply/6IuGX5pf6f/Accommodations-Coordinator>

Questions may be directed to [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) – please reference Accommodations Coordinator in subject line.

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