



Access Coordinator II

Disability Resources is pleased to announce the opening for an Access Coordinator II to assist with providing an inclusive educational experience for students with disabilities. We want a person who can apply critical thinking and problem-solving skills to address access-related issues. One should be skilled at delivering professional presentations, have strong interpersonal skills, and great communication skills. We need a self-motivated learner who understands the value of professional development. If you are this person, and you enjoy collaborating with a high-performance team then we invite you to apply to be considered for this opportunity.

Responsibilities

- **Resource for Students** - Works directly with disabled students on an ongoing basis. Works collaboratively with faculty and staff to coordinate the provision of accommodations and address barriers to the educational environment. Maintains appropriate records by documenting communication with students. Refers students to appropriate resources.
- **Accommodations Determination** - Meets with students to identify barriers to full participation and determines reasonable accommodations. Obtains and interprets information provided by the student.
- **Outreach** - Develops and facilitates presentations geared towards student groups, faculty, and staff that focus on awareness of intersection of disability with campus environments and promoting access.
- **Consultation** - Provides consultation, information, resources, and referrals to the campus community to promote an equitable learning environment for students. Works closely with a specific academic college/school to collaborate on disability matters.
- **Miscellaneous Duties** - Serves on University, Division and Departmental committees and task forces. Maintains current knowledge of research and best practices related to students with disabilities in higher education. Works supportively within the department, providing coverage to the main office and testing center when assigned. Assists as needed with exam accommodations. Performs other duties as assigned.

Required Qualifications

- Bachelor's degree (or equivalent combination of education and experience) and at least one year of full-time experience in student affairs work or related specialty **OR** a Master's degree.
- Skilled at developing and delivering professional presentation and workshops
- Strong written and interpersonal communication
- Ability to attend meetings and conferences concerning students and student groups at times beyond usual working hours
- Ability to work extended hours during finals week to help with exam administration (4 days in May and 4 days in December)
- Evening work and/or travel may be required

Preferred Qualifications

- Master's Degree in a directly-related field (i.e. Counseling, Student Affairs, Educational Technology, Higher Education Administration, Special Education, Rehabilitation Counseling, Social Work).
- Knowledge of campus and community resources
- Knowledge of models of disability and inclusive educational design and their application to higher education

Salary and Benefits:

- Starting at \$40,000 annually with excellent state benefits, professional development allocation, wellness release time, and no state income tax.

HOW TO APPLY

- Apply at <https://jobs.tamu.edu> (Posting Number: [R-066737](#)).
- A cover letter, resume, and contact information for three professional references (including at least one supervisor) are strongly recommended.
- Review of applications will begin ASAP and will continue until position is filled.
- For more information contact Tracey Forman, Associate Director, at tforman@tamu.edu or 979-845-1637.



WHO WE ARE

Disability Resources (DR) is currently one of twelve departments housed in the Division of Student Affairs. The department consists of seventeen full time staff and several student assistants (15 to 20). Disability Resources staff members interact and collaborate with faculty, staff, and students to achieve an equitable learning environment for students with disabilities at Texas A&M University.

Disability Resources exercises these principles to promote an environment where disability is seen as a valued attribute:

- **Equity** – Access is achieved only when all students can fully participate in the educational opportunities, activities, and services offered by Texas A&M University.
- **Collaboration** – Access happens when individuals from across campus come together to meet the needs of a diverse community of learners.
- **Excellence** – We strive to establish best practices through leadership in addressing barriers to access and furthering the global conversation on disability in higher education.

Diverse perspectives, talents, and identities are vital to accomplishing our [mission](#) and living our [core values](#).

ABOUT THE UNIVERSITY

Texas A&M University is a land-grant, sea-grant, and space-grant institution located in the heart of the Houston-Dallas-Austin triangle and within a two-hour drive of 26 million of the state's 28 million residents. Texas A&M's main campus in College Station is home to more than 69,000 students. Another 5,200 are at the branch campuses in Galveston and Qatar and at the School of Law, Higher Education Center at McAllen, and Health Science Center locations across Texas.

Academic Programs

With 133 undergraduate degree programs, 175 master's degree programs, 92 doctoral degree programs and 5 first professional degrees as options for study, Texas A&M is full of possibilities.