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**JOB POSTING
OFFICE OF HUMAN RESOURCES
December 27, 2022**

POSITION: Student Accessibility Services Manager

DEPARTMENT: Student Engagement

REPORTS TO: Executive Director of Student Engagement

DIVISION: Academic Affairs

HOURS: Exempt, Full-Time, Monday- Friday, 8:30 a.m. – 4:30 p.m.

NOTE: However, nights and weekends for office activities and/or emergency coverage may be required. As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

DESCRIPTION: This position reports to the Executive Director of Student Engagement. The Student Accessibility Services Manager is responsible for the operations of academic support services to assist students in achieving academic excellence. The Student Accessibility Services Manager collaborates with faculty, program Deans/Directors, and staff from other divisions to support student success through tutoring programs, academic advising, learning assistance, and disability services. Works closely with Executive Director of Student Engagement to coordinate programing opportunities and provide meaningful learning opportunities inside and outside of the classroom.

FUNCTION:

1. Provide leadership and oversee the day-to-day operations of Northeast's Academic Accommodation Services, specifically, tutoring programs, academic advising, learning assistance and test taking skills, disabilities and accommodations, and other support services as deemed necessary.
2. Coordinate and support activities in alignment with the Northeast Mission, Vision, and Values.
3. Develop and promote a setting that is conducive to students' welfare and continued academic and professional growth.
4. Model and promote professional behavior and stewardship toward Northeast programs, facilities, and the overall organization.

SPECIFIC RESPONSIBILITIES:

Disability and Accommodation Support

1. Evaluate and approve documentation and oversee the accommodations process of students.
2. Consult with specialists in disabilities as needed.
3. Maintain currency in best practices, law, and regulations concerning students with disabilities.
4. Provide and receive support through active networking with other disability support specialists.
5. Consult with faculty and students with disabilities regarding accommodations, implementation, and any concerns as they arise.
6. Follow-up and ensure that students are receiving agreed upon accommodations.
7. Track students in need of accommodation during their student tenure at Northeast. This includes securing schedules, instructor assignments, and any other information deemed relevant.
8. Assist with early intervention and tracking of at-risk students or students on academic probation.
9. Assist students in obtaining accommodations for examinations such as the NBCE and state licensing examinations.
10. Facilitate the initial set-up and follow-up process of Doctor of Chiropractic students under the Alternative Admissions Track Plan (AATP).

Student Academic Support

1. Get acquainted with students/tutors and consult with the Executive Director, as needed, in order to match personalities and learning styles to ensure maximum success of tutoring arrangement.
2. Use formal tutor training programs and/or create educational opportunities to prepare tutors for their roles.
3. Assess needs of new/returning students requesting academic services/support.
4. Identify and track academically at-risk students. Collaborate with faculty, Deans/Directors of academic programs, and other departments to develop and implement individual education plans for academically at-risk students. Includes serving as chair of the Academic Early Intervention Committee.
5. Identify nature of assistance needed and refer students as needed to the other campus services (i.e., counseling, program dean, registrar).
6. Compile statistics and generate reports as needed.
7. Work with the Executive Director, as well as other appropriate to the task, in the development and implementation of faculty advising program. Track student performance grades for early identification of at-risk students.
8. Evaluate student learning needs through formal and informal methods.
9. Assist program Deans/Directors in the identification of problem areas within the curriculum.
10. Coordinate the provision of individual and group tutoring services.
11. Participate in orientation and conduct workshops for tutors and students in areas such as study skills, learning styles and, time management. Advise students on the development and implementation of effective learning and testing skills, time management, and related topics.
12. Coordinate academic advising in collaboration with programs Deans/Directors and faculty.
13. Provide academic coaching services and resources that empower students to create goals, identify strategies to manage existing and potential challenges, improve academic performance, and further professional identity development.
14. Coordinate the implementation of a support system with program Deans/Directors and faculty to guide and assist students who express intent to withdraw from an academic program.

15. Collaborate with the Senior Instructional Technologist (ATE) and program Deans/Directors to provide faculty development with regard to academic advising, students with disabilities, and other related academic support subjects.

General Support Functions

1. Serve on various College committees, such as Clinic Appeals, Care Team, Judicial Committee, Commencement Committee, and Northeast Blue Day. As requested, may serve on committees charged with the development of special College events, i.e., alumni weekend, special ceremonies and committees, etc.
2. Support the Executive Director in the efficient allocation of funding from and through other Student Services department budgets.
3. Serve, as needed, as an on-call staff member, responding to student and/or campus emergencies. Will support and assist with, as requested/needed, student emergencies/crises.
4. Act as a CSA (Campus Security Authority) and delivers training to cohort groups identified as needing to complete CSA training. Maintains the tracking of all students, staff, and faculty who complete CSA training.
5. As requested, represent Student Services at new student orientation activities and Peer Mentor/ Student Guide Class to provide information related to campus resources and opportunities, cover any needed additional Title IX, CSA's, Enough-is-Enough, Bullying, Harassment, Cyberspace issues, etc. conversations.
6. Any other duties as needed and/or as assigned.

QUALIFICATIONS: Master's Degree required, and 3-5 years of relevant experience in student life, residence life and/or higher education related field. Experience in administering academic accommodations and disability services preferred. Excellent interpersonal and organizational skills necessary. Must be detail-oriented and able to work in a fast-paced customer service office environment. Some nights and weekends as needed.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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