

Westminster College Position Vacancy

Accessibility Coordinator

The Accessibility Coordinator serves as the College's primary disability services officer, responsible for ensuring the provision of legally compliant, individualized accommodations and promoting inclusive academic environments. This role also provides guidance on housing accommodations, facilities-related accessibility projects, and consults with human resources regarding accommodations for employees. The position is a 10-month appointment, running from August through May. The Accessibility Coordinator reports to the Director of Coordinated Care.

Specific Responsibilities

1. Serve as the College's primary disability officer ensuring the timely and effective delivery of reasonable accommodation in accordance with legal obligations (e.g., Disability Act, Equal Status Acts).
2. Coordinate accommodations with academic and administrative departments to ensure seamless integration into the learning environment.
3. Act as a central point of contact for students with disabilities, providing guidance, advocacy, and ongoing support.
4. Conduct comprehensive Needs Assessment to determine individual reasonable accommodations.
5. Develop person-centered plans that reflect the unique need of each student.
6. Supervise a graduate assistant who will be primarily responsible for proctoring testing accommodations.
7. Train and advise academic and administrative staff on disability awareness and inclusive practice.
8. Maintain accurate data on students registered with Accessibility Service using Medicat.
9. Report on service usage, trends, and outcomes to inform institutional strategies.

Student Affairs Responsibilities

10. After completing one full year of employment, each one section of WST101, a one-credit course on the transition to college, each Fall semester.
11. Consult with Residence Life, Facilities Operations, and Human Resources regarding accommodations specific to housing, facilities projects, and employees.
12. Complete other duties as prescribed by the Vice President for Student Affairs.

Qualifications, Requirements, and Competencies

Master's degree and a minimum of two (2) years professional experience in disability services, social work, social services or college student support. Excellent knowledge of disability policy and regulations (e.g., Disability Act) is required. Knowledge of learning and social/emotional support, effective intervention and practice in higher education, and community/social service resources. Strong written and verbal communication skill; excellent managerial and organizational skills; must possess the ability to relate to and understand developmental issues confronting a diverse set of college-age students; criminal and other relevant background checks; must be eligible to work within the United States. Remote work is available during academic breaks after a 3-month probationary period.

To Apply

Please submit a cover letter, resume, and the names of and contact information for at least three work-related references by email to SAJobApplications@westminster.edu by no later than **July 7, 2025**. Westminster College is an Equal Opportunity Employer.