

Job Title: Student Disability Services Specialist – Assistant Director
Job ID: 28366
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Office of Accessibility Services Director, the Assistant Director:

- Operates the Office of Accessibility Services department in the absence of the Director.
- Provides ongoing feedback regarding case management. Ensures confidentiality of records and determines release of disability information on a need-to-know basis.
- Reviews eligibility determinations made by Advisors and Lead Counselors and provides suggestions regarding interpretation of documentations, functional limitations, accommodation authorizations for students, and appropriate career counseling and advisement.
- Serves as the liaison or point of contact and works with high school guidance counselors, students with disabilities and their families.
- Trains, supervises, and evaluates OAS Advisors and supports the supervision of LEAD counselors.
- Supports the Director and the office staff to assess and report on existing programs.
- Assists the Director in creating and providing a comprehensive program of services for students with disabilities.
- Works with the Director to guide the department by collecting data and develop assessment plans that leads to continuous improvement.
- Writes reports and other communications pertaining to the unit.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

Preferred qualifications include:

- Master's degree

CUNY TITLE OVERVIEW

Assists with planning and providing a comprehensive program of services for students with disabilities.

- Assists with daily supervision of the unit, including budgets, personnel supervision, and facilities/equipment management
- Provides guidance and advisement to student organizations, administrators, faculty and others on concerns and issues related to students with special needs
- Interacts with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services
- Presents programs and workshops, and prepares communications to students and others promoting the goals of the unit
- Organizes and provides for assistive technology and interpretive services
- May develop and/or review individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines of the American with Disabilities Act (ADA)
- Performs related duties as assigned.

Job Title Name: Student Disability Services Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$79,188 - \$90,375

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

May 15, 2024

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.