Colorado State University  
Resources for Disabled Students  
Accommodations/Advocacy Specialist  
Job Description

The Division of Student Affairs is seeking an Accommodations/Advocacy Specialist professional as part of the Student Diversity Programs and Services team in the office of Resources for Disabled Students. Colorado State University’s Resources for Disabled Students recognizes that disability reflects diverse characteristics and experiences and is an aspect of diversity integral to society. RDS collaborates with students, instructors, staff, and community members to create useable, equitable, inclusive and sustainable learning environments. RDS is also committed to supporting Colorado State University as a non-discriminating campus for qualified students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its amendments.

The Accommodations/Advocacy Specialist contributes to the overall functioning of RDS as it relates to the accommodative needs of students with a variety of disabilities, ranging from physical and chronic health impairments to learning and psychological conditions. These needs are assessed in relation to the environmental barriers that may create a discriminating effect for the student's desire for academic success. Accommodations and advocacy support are provided based on the individual need of students and within the resources available to the office. Although contact with students is primarily on an individual basis, interaction with other campus entities, including faculty, staff and groups of students is also expected.

The Accommodations/Advocacy Specialist is expected to participate in activities that support students with disabilities both individually and systemically. The Accommodations/Advocacy Specialist is primarily responsible for recommending specific accommodations through an assessment of needs based on information provided by the student as well as other appropriate documentation. Appropriate accommodations must be effective in providing equal access for the student within the confines of resources available while preserving the quality of a higher educational experience. When necessary, the Accommodations/Advocacy Specialist acts as an advocate to resolve any conflicts that may arise in providing the student equal access in a non-discriminatory manner.

The Accommodations/Advocacy Specialist has an abiding concern for, and commitment to, serving the diverse needs of the university community. These needs include the enhancement of student development, active promotion of an inclusive environment, and support of divisional programs and goals. The Accommodations/Advocacy Specialist is expected to be a cooperating and contributing team member within RDS and assist in policy development related to the overall operation of the office. This position reports directly to the Director.

**Primary Responsibilities:**

**Direct Student Service includes:**
- Conduct individual assessment of accommodative needs to ensure a student has access to academic programs through recommended appropriate accommodations. Assessment process involves a review of disability documentation in addition to gathering information gained from dialogue with a student.
- Partner with each student as the student develops independence, ability to self-advocate for needs and proper support, and gains skills necessary for academic success.
- Provide individual coaching, counseling, and/or mentoring of students as they transition into college, progress through graduation, and/or beyond, while assisting the student in the process of understanding the impact of a disability on academic performance, and other life activities.
- Provide individual advocacy on behalf of a student to ensure equitable access to participate and/or benefit from any program for which the student is qualified.
- Provide individual referral to other campus or community resources as is necessary to meet the needs of a student and provide as full a spectrum of support and services as is fitting.
- Develops a partnership with students to promote their independence and self-advocacy skills.

**Office and Campus Service includes:**
- Consulting and collaborating with other staff to ensure students with disabilities are afforded the same opportunities as any other student to participate in and/or benefit from opportunities available in the campus environment.
- Developing and delivering in-service training to faculty, academic advisors, and campus colleagues on general and specific issues affecting students with disabilities.
- Representing the office in a variety of venues to disseminate information regarding the support available to students with disabilities.
• Participating in office, cluster, division and university events and activities as a Student Affairs professional.
• Advocating for the aggregate of students with disabilities to ensure non-discriminatory policies and practices are included in all appropriate venues on campus.
• Developing, coordinating and/or participating in the implementation of new and existing accommodative services as needed.
• Participating in the development of office policies and procedures related to working with students with disabilities.

Administrative responsibilities include
• Maintaining up-to-date information on student participation in the accommodative process.
• Communicating with faculty and other personnel in support of students with disabilities regarding accommodations and other needs.
• Engaging in on-going professional development activities to expand skills and knowledge needed to be effective in working with students with disabilities.
• Participating in assessment and collection of data related to the purpose of the office.
• Fulfilling other duties as assigned in support of the office and/or students with disabilities, including supervising and training of student staff.

The Accommodations/Advocacy Specialist works cooperatively and collaboratively with other university units within the Academic and Student Affairs Divisions. These units include, but are not limited to: academic departments, Case Management, Academic Advancement Center, the Center for Advising and Student Achievement, the CSU Health Network, and the Assistive Technology Resource Center.

Minimum Qualifications:
• Bachelor’s degree in education, psychology, social work, occupational therapy, human development or related field.
• Four years’ experience working in an educational or human service environment (may substitute for education and experience listed in preferred section below).
• Prior work experience must reflect an ability to work with a variety of diverse individuals, including those with disabilities.
• Demonstrated knowledge and understanding of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
• Ability to communicate effectively, verbally and in writing. Excellent interpersonal skills. Ability to work in a collaborative environment and maintain effective working relationships.
• Knowledge and understanding of computer applications and internet use.

Preferred Qualifications:
• Master’s degree
• One year experience in an educational or human service environment
• Knowledge and understanding of the accommodative needs of individuals with, but not limited to the following types of disabilities: mental health, autism spectrum, blindness or head injury.
• Knowledge and/or experience related to assistive technology.

Salary Range: $37,000 to $40,000, depending upon experience and qualifications.

Colorado State University is a major state land grant institution and a Carnegie Research University, serving over 27,000 undergraduate and graduate students. Colorado State University is located in Fort Collins, a city of 144,000, 65 miles north of Denver. The city offers a unique blend of metropolitan advantages and small town friendliness.

In order to apply, please send your letter of interest, resume, and 3 professional references in a single document, either WORD or PDF. Send electronically no later than Monday, June 3, 2013 at 5:00 p.m. MST to connie.bebell@colostate.edu. Applications must be received by the deadline for full consideration however they will be accepted until the position is filled. If you have any questions, please contact Jennie Baran at 970.491.8051.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.