Position Title: Student Coordinator, Student Accessibility Services

Reports to: Kristin Mossman
Graduate Coordinator
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Terms of Employment:
- For the fall semester: 6-20 hours per week beginning August 24, 2020, and ending December 18, 2020.
- For the spring semester: 6-20 hours per week beginning January 11, 2021 and ending May 7, 2021.
- University breaks, including Fall, Winter, and Spring Break, and the Summer semester are optional based on office needs and individual availability.

Compensation:
- Salary for Student Coordinators for 2020-2021 is $9.50 per hour.
- Paychecks will be distributed bi-weekly via direct deposit or paper check.

Background Information:
The role of Student Accessibility Services (SAS) is to coordinate services and accommodations for students with disabilities. In doing so, we review disability documentation, meet with students to determine appropriate accommodations, and work with other areas on campus to implement the accommodations. SAS views disabilities as an integral part of the rich diversity at the University of Northern Iowa. To that end, we work collaboratively with students, faculty, and staff to create an accessible educational environment for students.

Position Description:
- Greet and assist visitors in a timely, friendly, and professional manner.
- Manage the front reception area by assisting students, faculty, staff, and other visitors via walk-in traffic, phone calls, and email inquiries to provide general information about SAS.
- Answer questions, provide information about the office and services available, and/or direct individuals to outside resources when necessary.
- Utilize Accommodate to facilitate accommodation process and ensure proper case management.
- Manage calendar and appointments for SAS staff.
- Scan documentation received from students, physicians, and other outside sources.
- Manage check-in/-out process of assistive technology and demonstrate equipment operation if necessary.
- Attend professional development opportunities to broaden SAS resources and support for students at UNI.
- Represent SAS by attending student outreach visit days and orientations.
- Work with students in need of support by collaborating with staff, faculty, and other campus resources.
- Assist students with receiving approved accommodations by serving as a reader/scribe for exams and creating alternative text documents.
- Maintain confidentiality of all students connected with our office.
- Other duties as assigned by the Graduate Coordinator, Coordinator, and Assistant Dean of Students - SAS.

Qualifications:
- Must be a degree seeking student in a UNI undergraduate or graduate program.
- Excellent written and oral communication skills.
- Strong interpersonal and organizational skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.
- Preferred candidates will be comfortable using various forms of technology and proficient with Microsoft Office Suites and G Suite.

Application Process and Deadline:
- Please complete the application posted on the UNI Job Board and direct any questions to Kristin Mossman (mossmank@uni.edu). Select candidates will be contacted to set up an interview to discuss the position further.
- Please refer to the posting on the UNI Job Board of an open position for the deadline to submit an application.