



## WINGATE UNIVERSITY

### Position Description

**Position Title:** Assistant Director of the Academic Resource Center for Disability Support Services

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

**FLSA Classification:** Exempt Staff, 12-month position

**Primary Duties and Responsibilities:** Wingate University's Academic Resource Center is seeking a caring professional to focus on student accessibility needs in collaboration with the Director, other members of the Academic Support team, and campus community. This position will provide leadership and training for all assistive technology needs, including: student testing process, note-taker services, electronic textbook services, and other technology accommodation needs. Will also be assigned a specific student caseload to provide early intervention support.

- Assist in the management of a comprehensive program of services to meet the needs of students with a disability to ensure institutional compliance with Wingate University's mission and policies, the Vocational Rehabilitation Act of 1973, Section 504, The Americans with Disabilities Act (1990), the Americans with Disabilities Amendment Act (2008), and other federal, state and local laws/regulations pertaining to persons with disabilities.
- Manage caseload to include the registration process, self-advocacy, coaching, outreach to faculty and general responsibilities.
- Identify, clarify, and resolve highly visible or complex issues that may impact multiple areas, using expert technical and professional knowledge.
- Provide leadership for student testing process, note-taker services, electronic textbook services, and assistive technology accommodation processes. More than 100 students are registered for test-taking services (that include more than 1000 hours of testing each semester as well as 15 student workers who provide assistance) and note taking accommodations (includes recruitment, training, and administration for more than 50 student workers).

- Assist the Director of the Academic Resource Center and the Assistant Directors for Student Success to coordinate retention services for students; collaborate with other university offices to address student retention concerns. Support the early alert process and academic appeals process as needed.
- Support the assistive technology needs of approved students with disabilities.
- Meet with students and families as requested to assist in their development of personal education plans.

**Qualifications:**

- Master's degree required in education/special education, higher education administration, college student personnel, social work, counseling, psychology or related field.
- Prefer individual with working knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008.
- Must be proficient in Microsoft Word, Microsoft Excel, Google Apps. Familiarity with assistive software experience strongly preferred (e.g., JAWS for Windows, Kurzweil 3000, etc.). Experience working with AIM accessibility program highly desired.
- 2 - 4 years of experience in a university academic services or student life required. Experience working with students with disabilities preferred.
- Must be able to work both independently and collaboratively at times; must be able to prioritize student needs and provide a supportive environment to students in crisis.

**Compensation:** Salaries and benefit packages at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to [hr@wingate.edu](mailto:hr@wingate.edu).

**EQUAL OPPORTUNITY EMPLOYER:** Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.