



OPEN POSITION
Disability Support Services Access Coordinator

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

Position Title: Disability Support Services Access Coordinator

Position Location: Wingate Main Campus

Position Summary: Wingate University's Academic Resource Center seeks a caring professional to focus on student accessibility needs in collaboration with the Executive Director, ARC Testing Coordinator, other Academic Resource Center team members, and the campus community. This position will serve as the lead intake coordinator for all new student accommodation requests. They will oversee assistive technology needs, including notetaker services, electronic textbook services, and other technology accommodation needs.

Duties and Responsibilities:

- Serve as the intake coordinator for all new student requests, responding to access@wingate.edu, answering the main phone line, and helping students submit the necessary documents to engage in the interactive process.
- Review documentation and meet with incoming and current families as requested to assist in developing disability accommodations and/or personal education plans.
- Coordinate, train, and provide assistive technology needs for students, including notetaker services, electronic textbook services, and other assistive technology accommodation processes. Hire and train student workers to help support this function. Support priority registration services for eligible students with disabilities.
- Present to student and faculty groups on topics related to students with disabilities.
- Work with an assigned 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), Fair Housing Act (1968), and other federal, state and local laws/regulations about persons with disabilities.
- Support the ARC Coordinator with testing assistance. Assist in proctoring the day-to-day testing process to ensure access. More than 150 students are registered for test-taking services.

- Gather and evaluate usage data, making reports as requested.
- Serve on various University committees.
- Regular, predictable attendance on campus.
- Alignment with University mission, vision, and strategic roadmap.
- Other duties as assigned.

Qualifications and Experience:

- Higher education professional with Bachelor's degree required (Master's degree in vocational rehabilitation, education/special education, college student personnel, social work, counseling, psychology, or a related field strongly preferred).
- A minimum of 2-3 years of experience working with individuals with disabilities is preferred.
- Ability to evaluate students' needs to create a comprehensive accommodation plan that meets each student's unique needs based on their disability for academic and housing accommodations.
- Highly organized, proven ability to multitask and respond calmly and effectively to non-routine situations. Experience handling sensitive, confidential information that may include equity and diversity issues.
- Practical communication skills are necessary to support adult learners of all ages and backgrounds effectively.
- Must be willing to continue to learn new ways to support students.
- Should be familiar with teaching others and training through group presentations
- Must be proficient in Microsoft Word, Microsoft Excel, and Google Apps. Familiarity with assistive software experience is strongly preferred (e.g., JAWS for Windows, Kurzweil 3000, etc.). Experience working with the AIM accessibility program is highly desired.
- Priority is given to multilingual applicants.
- Must be able to work independently and collaboratively at times; must be able to prioritize student needs and provide a supportive environment to students in crisis.

To apply submit the following to Human Resources at careers@wingate.edu

- Letter of interest to include a statement of principles and vision regarding matters of campus inclusion and equity
- Curriculum vitae or resume
- Contact information for three professional references

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. 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