



**Terra is pleased to announce the following open position:**

All positions contingent on funding

**POSITION**

Position Title	Coordinator of Disability Services and Academic Improvement
Reports to	Director of Institutional Research and Registrar
Department	Office of Student Records
Is this position a supervisory position?	Directly supervises student employees working in Disability Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.
Office Location	A200

**SCOPE**

Summary of Posting	Provides coordination and overall management of disability and accommodation services for qualified students with disabilities. Collaborates with faculty and staff to create a successful academic experience for all students. Serves as a strong advocate for institutional diversity and works to support and retain all student populations. Provides guidance to academically at-risk students. Assists with data collection and analysis related to institutional research and college academic records processes.
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## Job Responsibilities

Interprets disability documentation and suggests reasonable and appropriate accommodations to be implemented in the classroom.

Maintains confidential and well-organized records for students with disabilities who are being served at the College.

Coordinates and arranges all associated services, including securing equipment from outside vendors, note taking, and testing, for students who have a documented disability.

Provides information to prospective students with disabilities regarding the College's admissions policy, assessment, financial aid, student organizations, support services, and programs of study.

Performs a needs assessment and provides appropriate guidance and in-take advising in areas to include academic planning, class and course selection, career development, support services, transfer opportunities, and College policies and procedures for students with disabilities.

Remains current in academic program offerings, changes, and new program options. Maintains comprehensive understanding of disabilities services, changes in federal and State of Ohio disabilities laws, and provides regular updates to enrollment services staff regarding changes and progress in services.

Coordinates disability awareness functions for the campus. Serves as a resource for faculty and staff regarding disability services and awareness.

Maintains comprehensive understanding of financial aid practices, policies, and procedures including FAFSA filing, eligibility requirements for Pell Grants, scholarships, subsidized and unsubsidized loans, etc.

Confers with individuals and groups to disseminate information and answer questions related to student inquiries regarding enrollment, advising, registration, and financial assistance available to students.

Provides guidance to academically at-risk students who are on academic probation, desire to return to college after an academic dismissal, or are referred for a lack of academic progress. Coordinates referrals to Academic Service Center as needed. Develops individualized academic improvement plans for students in need.

Assists with data collection, analysis and interpretation related to institutional research and college academic records processes. Works with Director of Institutional Research and Registrar to complete projects associated with data collection and dissemination.

## REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Associate degree in general education, technical education, or related area required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

One to three years related experience and/or training required. Demonstrated experience presenting to both small and large groups in public settings required.

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Bachelor's degree in education, business, or technical education, or related field strongly desired. Direct experience in two-year college desired.

Knowledge

Proficient in word-processing and presentation software, internet, and e-mail.

Skills

Effective verbal, written, and listening communication skills.

Effective problem solving skills.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment desired.

Demonstrated ability to effectively communicate one-on-one, in small groups, and in classroom situations.

Demonstrated ability to work with a diverse group of students.

Demonstrated ability to advise student groups.

Demonstrated ability to work as a team player, and collaborate with colleagues.

Other Characteristic  
(Personality, Attitude, Social Presence, etc.)

## COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Some travel, and working occasional evenings and weekends are required. Reduced Appointment (205 days/1640 hours)
Hiring Range (Min - First Quartile)	Range begins at \$16.62

## ADDITIONAL POSTING INFORMATION

Job Open Date	Immediate
For Full Consideration Apply By	26-Jun-09
Application Review Date	29-Jun-09
Job Close Date	Open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to:  Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

**Terra Community College is an Affirmative Action/Equal Opportunity Employer**









Administrative  
Professional Staff  
Support Staff  
Faculty  
Non-Credit Instructor  
Student Worker

Reduced Appointment  
Full-Time  
Part-time

Exempt (salaried)  
Non-Exempt (hourly)

Internal Posting for current employees only  
External Posting open to general public  
Internal - Current Staff Union Employees Only

Yes  
No

Full-Time  
Part-Time  
Reduced Appointment