

Director, Department of Disability Resource Center -
Division of Student Affairs (4154)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=205038>

Downloaded On: Oct. 3, 2023 12:28am

Posted Feb. 6, 2023, set to expire Dec. 7, 2023

Job Title	Director, Department of Disability Resource Center - Division of Student Affairs (4154)
Department	Disability Resource Center
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Feb. 6, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://employment.niu.edu/postings/69480
Apply By Email	
Job Description	

Overview

Provides leadership in the development and implementation of an inclusively designed, educational environment resulting in students with disabilities gaining equitable access to curricular and co-curricular environments.

Position Summary

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Primary focus is compliance and service delivery to students as well as the supervision and guidance of that process. This process incorporates faculty and staff interactions regarding service delivery details. Significant focus on legal compliance for the University.

Essential Duties and Responsibilities

- Provide leadership in the development and implementation of an inclusively designed, educational environment resulting in students with disabilities gaining access to curricular and co-curricular environments.
- Provide administrative direction and supervision of DRC staff, assuring that appropriate university resources are provided to students with disabilities resulting in federal and state mandates being fulfilled by the University.
- Collaborates with University constituents in an effort to further the adoption of universal/inclusive design principles across campus, while encouraging the establishment of strategies that facilitate the incorporation of these principles in a transparent and sustainable manner.

Minimum Required Qualifications (Civil Service)

Specialty Factors (Civil Service)

N/A

Preferred Qualifications (Civil Service)

N/A

Minimum Required Qualifications (SPS)

- Master's degree in disability services, rehabilitation counseling, counseling, adult and higher education, social work, or related area.
- Demonstrated experience with planning and assessment of disability services; knowledge of disability-related laws and university mandates.
- Demonstrated experience working with a diverse student body including various levels of academic preparedness, multicultural and linguistic diversity, socioeconomic status, etc.
- Demonstrated experience supervising/collaborating/working with a diverse faculty and staff body, including various union and non-union employee classifications.

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Additional Requirements (SPS)

- Working knowledge of student information systems and services, and ability to use various office productivity and communication technology tools.
- Excellent data management and data analysis and interpretation skills.
- Excellent oral and written communication skills, and ability to communicate with students, faculty, staff, and administrators at all levels of the university, and with the community.
- Ability to handle multiple projects and respond to requests in a timely manner.

Preferred Qualifications (SPS)

- Certified Rehabilitation Counselor certification (CRC)

Physical demands/requirements

- Regular office related duties
- Ability to perform sedentary work involving sitting the majority of the time.
- Ability to effectively communicate on a daily basis.
- Ability to work for extended periods at computer workstation.
- Occasional lifting and moving items weighing up to 25 lbs.
- May include minimal travel
- Hybrid remote work is possible.
- Availability to work some evenings and weekends.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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