

Director of the Office of Accessibility Services
Kean University

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Posted Nov. 21, 2024, set to expire Mar. 27, 2025

Job Title	Director of the Office of Accessibility Services
Department	Kean Wellness Center
Institution	Kean University Union, New Jersey
Date Posted	Nov. 21, 2024
Application Deadline	December 5, 2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-the-Office-of-Accessibility-Services_R3249

Apply By Email

Job Description

The Director of the Office of Accessibility Services (Director 3) reports to the Executive Director of the Kean Wellness Center. The Director has responsibility for directing the coordination of accommodations and related services for students with disabilities; identifying, placing and remediating students with basic skills deficiencies; and providing tutorials and other academic services to all students. The Director is responsible for developing and overseeing the budget, supervising office staff and student personnel and serving as a resource to the Kean University community. Additional responsibilities may be assigned by the Executive Director. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and three years of professional experience working with students with disabilities at the post-secondary level is required. This

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experience must include staff supervision and budget management. A Master's degree in a related field such as Education, Psychology, Business Administration, Higher Education Administration, Student Personnel Services and knowledge of Ellucian Colleague, Image Now, Simplicity and webpage content management software is preferred. Candidate must have demonstrated knowledge of Section 504 and ADA, including but not limited to: legal issues, higher education and support services; strong computer skills, and research and statistical reporting skills; and the ability to work effectively with a diverse population of students, faculty, staff and administrators.

The deadline for applications is December 5, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees are required prior to the starting date of employment.

Contact Information

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

Contact