

Director of the Student Accessibility Services (SAS) Office
St. Lawrence University

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Posted May 6, 2025, set to expire Sep. 5, 2025

Job Title	Director of the Student Accessibility Services (SAS) Office
Department	Student Accessibility Services
Institution	St. Lawrence University Canton, New York
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs Academic Advising
Apply Online Here	https://employment.stlawu.edu/postings/4134
Apply By Email	

Job Description

St. Lawrence University invites applications for the position of Director of the Student Accessibility Services (SAS) Office. This is a full-time, 12-month position in Academic Advising Programs and the Director of SAS will report to the Executive Director for Advising, Retention, and Student Success. Salary range \$72,000 to \$87,000 annually. Actual starting salary and level will be determined based on qualifications, experience, and other factors permitted by law

Mission:

The mission of the Student Accessibility Services Office (SAS) is to ensure that all students with disabilities can freely and actively participate in all facets of University life; to coordinate support services and programs that provide equal access and opportunity, and to increase the level of

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awareness among all members of the University so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

Primary responsibilities include

Management of the SAS Office

- Provide leadership for strategic planning, design, development, and implementation of disability services, programs, and training for students, faculty, and staff.
- Oversee the processes of reviewing student documentation of disabilities and determination of reasonable accommodations.
- Review records of students with documented disabilities, chronic medical conditions, and temporary disabilities to develop appropriate and sufficient academic accommodation plans to support students' needs.
- Ensure the provision of services to students with disabilities allowing equal opportunity to perform successfully in the academic, programmatic/co-curricular, and social environment of the university while maintaining academic standards.
- Lead staff in determining eligibility and provides direct assistance to students concerning physical, programmatic, and technological access to the university in accordance with the requirements of ADA and Section 504 of the Rehabilitation Act.
- Manage a caseload of students who are eligible for accommodation.
- Manage and oversee the office budget with respect to compliance and best practices for students with disabilities within the higher education environment.
- Develop and implement policy and provide guidance on university-wide policies to ensure compliance with respect to disability related laws (e.g., ADA, service animals, emotional support animals, accommodated housing, etc.).
- Establish and implement student and faculty protocols for use of the SAS testing center.
- Oversee outcomes assessment and revision of the office processes and procedures
- Serve as an on-campus resource for information on accessibility, disability-related issues, concerns, and training
- Apply for grants supporting and enhancing the student learning experiences, particularly for students with disabilities.

Collaboration with campus offices

- Work with the University's General Counsel to ensure compliance with disability laws, assessing and revising campus response and policies as necessary.
- Work with faculty members to facilitate accommodations and to inform faculty of the University's

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responsibility with respect to laws governing students with disabilities.

- Collaborate with faculty to advise on issues of accommodation, compliance with statutory requirements, and rights and responsibilities while upholding academic integrity and standards
- Collaborate with the Health and Counseling Center and Athletics department to determine accommodation for students with temporary disabilities.
- Consult with campus academic support offices to assist with retention and best academic practices for students with disabilities.
- Act as the liaison to and representative of Student Accessibility Services to offices such as Admissions, Advancement, Athletics, Center of Career Excellence, Center for International and Intercultural Studies, Registrar's Office, Residence Life, Safety and Security, Student Life, and other offices and departments on campus.
- Serve on campus committees as assigned, including Campus Safety Committee, Buildings and Grounds, Special Needs Housing, Advising Team (A-Team), and Academic Standings Committee.
- Occasional weekend or evening commitments. Final exam weeks may require additional weekend and/or evening work to assist with setting up testing rooms and proctoring.

Professional Development

- Attend, participate in, and present at professional conferences, workshops, lunch-and-learns, seminars, training sessions, and meetings of professional organizations.
- Distribute information about disabilities, advocates for students with disabilities on relevant campus committees, and offers educational programming and in-service training.
- Stay current with research in the field by reviewing publications, journals, technical materials, and more.
- Develop and revise policies and procedures related to disability services to align with best practices by continually reviewing current professional literature, court cases, and findings from the Office for Civil Rights.
- Anticipate future needs and trends in postsecondary disability services for strategic planning.

Human Capital/Resource Management

- Appointing authority for the unit, including recruiting, hiring, compensation, onboarding, performance management, termination of staff, and other departmental business operations.
- Direct supervision, leadership and development of staff including 1 Assistant Director, 1 Administrative Assistant.
- Oversight of unit staffing and performance.
- Other duties as assigned.

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Minimum Qualifications

- Master's degree in Education, Higher Ed Administration, Disability Services, Counseling, Psychology, Rehabilitation Counseling, or related field.
- Minimum five years of experience working with students with disabilities in higher education.
- Understanding of the legal requirements of ADA and Section 504 of the Rehabilitation Act, and their amendments, including key differences between providing reasonable accommodations in the post-secondary academic environment and the K-12 environment.
- Knowledge of adaptive technology and current assistive hardware and software options.
- Experience in interpreting medical and psychological evaluations, leadership skills, budget management experience, excellent written and communication skills.

Professional Standards

- Confidentiality and professional behavior.
- Excellent oral and written communication skills.
- Excellent time management, organizational, and interpersonal communication.
- Ability to develop and maintain effective and positive working relationships
- Demonstrated ability to be patient, empathize, and promote calm responses to students, faculty/staff, and students' families in stressful academic situations.
- Demonstrated ability with Microsoft 365 (including MS Word, Excel, PowerPoint, OneDrive, SharePoint, and Teams), Outlook Email and Calendar.
- Ability and willingness to learn additional software and cloud-based systems to assist with communication across campus and to promote advising, retention, and student success (e.g. Slate and Starfish).

Interested applicants must apply online at <https://employment.stlawu.edu/postings/4134>, uploading all required materials which are defined in the "special instructions to applicant" section. Review of applications will begin immediately and continue until the position is filled. For full consideration, applications must be received by May 25, 2025. Questions about the position may be directed to Dr. Tina Tao, Executive Director of Advising, Retention, and Student Success at ktao@stlawu.edu.

All offers of employment are contingent upon the finalist successfully passing a background (including criminal records) check.



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EEO/AA Policy

St. Lawrence University is an Affirmative Action/Equal Opportunity employer.

Contact Information

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

Contact

23 Romoda Drive
Canton, NY 13617