

Assistant Director, Accessibility Services
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=260029>

Downloaded On: Jul. 22, 2025 12:58am

Posted Jul. 21, 2025, set to expire Nov. 15, 2025

Job Title Assistant Director, Accessibility Services
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Jul. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

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Job Description

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JOB TITLE

Assistant Director, Accessibility Services

LOCATION

Worcester

DEPARTMENT NAME

Office of Accessibility Services

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Assistant Director, Accessibility Services Worcester Polytechnic Institute

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The Assistant Director for the Office of Accessibility Services (OAS) supports students with disabilities by coordinating and providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. This position is responsible for conducting intake appointments, providing ongoing case management, and consulting with faculty and staff to ensure equitable access to the college experience.

The Assistant Director also plays a key role in supporting the daily operations of the Exam Proctoring Center (EPC), facilitating classroom accommodations, and assisting with the distribution and management of assistive technology. Additionally, this position contributes to compliance efforts, assesses current services, and collaborates on new initiatives that promote accessibility and student success.

This is a full-time, twelve-month position (40 hours per week).

JOB DESCRIPTION

Assist with the interactive intake process and support students in accessing accommodations by:

- Evaluating and interpreting disability documentation to determine reasonable accommodations under federal, state, and local regulations
- Maintaining accurate case files and confidential student records in the ClockWork electronic database
- Holding daily drop-in hours to address unscheduled questions and concerns
- Providing individualized support to students through one-on-one appointments
- Supporting the temporary accommodation, reduced course load, and priority registration processes
- Assisting with operations in the Exam Proctoring Center during peak periods, including coordinating final exams and providing proctoring coverage as needed
- Communicating with campus partners, including faculty, department chairs, and deans, regarding academic accommodations
- Coordinating referrals to on-campus and community resources to support student success

Complete projects that support the retention and success of students by:

- Assisting with the design and facilitation of campus presentations and training on accessibility, disability inclusion, and Universal Design for Learning (UDL) to promote inclusive best practices
- Representing the Office of Accessibility Services (OAS) on campus committees and working

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groups

- Participating in key campus events, including Open Houses, Accepted Student Days, New Student Orientations, and Commencement
- Collaborating with campus partners on initiatives that promote equity, student engagement, and academic success
- Reviewing current trends, legal cases, and best practices within the accessibility field

Stay well-informed of best practices in assistive technology by:

- Managing the purchase and loan process for assistive technology, including maintaining accurate and up-to-date loan agreements
- Collaborating with campus partners to coordinate captioning requests
- Obtaining or creating alternate format materials as requested to ensure equal access
- Scheduling interpreters and live captioning services through approved external vendors as needed
- Communicating with faculty members regarding course format and accessibility needs
- Researching emerging assistive technologies and troubleshooting issues as they arise

Performs all other duties and responsibilities as assigned or directed by the supervisor.

Requirements:

- Bachelor's degree in Education, Psychology, Social Work, or General Studies (with a focus on sociology, education, or psychology)
- Two years of experience in academic support or student retention programs
- Knowledge of the ADA and Section 504 of the Rehabilitation Act of 1973
- Experience reviewing and evaluating disability documentation to determine reasonable accommodations
- Experience working with students with disabilities in a higher education setting is preferred
- Strong interpersonal and communication skills, with the ability to work both independently and collaboratively in a team, manage time effectively, solve problems efficiently, and thrive in a fast-paced environment
- Ability to occasionally work off-hours during peak times (final exams, orientations, commencement, etc.)

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Pay: \$55,400 - \$61,200 per year

WPI provides a generous and well-rounded benefits package to support your life both on and off campus. You'll receive four weeks of paid vacation, 13 paid holidays, and an extra week off at the end of December. Health coverage includes medical, dental, and vision insurance. After one year, you're eligible for a 9.5% retirement contribution match. We also offer disability and life insurance, tuition assistance, and full WPI tuition coverage for you and your dependents.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director--Accessibility-Services_R0003193

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

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Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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