

Director of Disability and Testing Services
Oregon Institute of Technology (Oregon Tech)

Direct Link: <https://www.AcademicKeys.com/r?job=268483>

Downloaded On: Nov. 18, 2025 4:30pm

Posted Nov. 18, 2025, set to expire Apr. 1, 2026

Job Title Director of Disability and Testing Services
Department Student Affairs, Disability Services
<https://www.oit.edu/academics/cares/disability-services>
Institution Oregon Institute of Technology (Oregon Tech)
Klamath Falls, Oregon

Date Posted Nov. 18, 2025

Application Deadline Dec. 1, 2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Undergraduate Education
Student Affairs

Job Website <https://www.oit.edu/>

Apply Online Here <https://jobs.oit.edu/postings/7178>

Apply By Email

Job Description

Position Type	Administrative
Working Title	Director of Disability and Testing Services
Classification Title	Director
College/Division	Student Affairs
Department	Student Affairs
Hiring Unit	Disability Services
Work Location	Klamath Falls
Position Terms/Mo	12

Director of Disability and Testing Services
Oregon Institute of Technology (Oregon Tech)

Direct Link: <https://www.AcademicKeys.com/r?job=268483>

Downloaded On: Nov. 18, 2025 4:30pm

Posted Nov. 18, 2025, set to expire Apr. 1, 2026

Full/Part time	Full Time
Appointment FTE (%)	1.00
Exempt/Non-Exempt	Exempt

Position Summary:

Under the supervision of the Vice President for Student Affairs, the Director of Disability and Testing Services is accountable for independently facilitating a supportive environment for academic success through the Disability Services office and the Testing Center on the Klamath Falls and Portland-metro campuses. The Director is responsible for ensuring equal access and opportunity to all college services for students with a wide range of documented disabilities: physical, developmental, cognitive, and/or mental disabilities.

The Director assures appropriate intervention and services for managing, implementing, and evaluating comprehensive learning support programs for students with disabilities enrolled at any Oregon Tech campus. The Director assists faculty by providing advice on teaching and learning strategies for students with learning disabilities. This involves the interpretation of complex laws and regulations and involvement with other organizations that provide services to students with disabilities. These services are provided per Section 504 of the Rehabilitation Act (1973), and the Americans with Disabilities Act (ADA, 1990), the Americans with Disabilities Amendments Act (ADAAA), and the Fair Housing Act. The Director also serves as the ADA Compliance Officer.

The Director also oversees all Testing Center needs at the Kalamth Falls and Portland Metro campuses. This work includes collaborating with faculty to ensure the validity and security of any testing materials and proctoring in the center, maintaining a secure environment for all testing materials, and helping students, staff, and faculty understand how to access the Center.

Director of Disability and Testing Services
Oregon Institute of Technology (Oregon Tech)

Direct Link: <https://www.AcademicKeys.com/r?job=268483>

Downloaded On: Nov. 18, 2025 4:30pm

Posted Nov. 18, 2025, set to expire Apr. 1, 2026

Minimum Requirements:

- A Master's degree or higher in Education, Higher Education Administration, or a closely related field is required. A combination of a Bachelor's degree and 10+ years of relevant experience may be substituted for a master's degree.
- 4+ years supervising full-time staff and/or student staff teams.
- Experience with academic support such as providing accommodations, working with students with learning disabilities, attention deficit disorder, psychological, developmental, and/or physical disabilities in an educational setting.
- Working knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the Family Educational Rights and Privacy Act (FERPA), and other appropriate laws relating to higher education and disability.
- Ability to demonstrate skills in communicating and responding appropriately to the needs of students with a wide range of disabilities and diverse backgrounds.
- Ability to uphold strict confidentiality systems to ensure the integrity of Disability and Testing Services.
- Demonstrated ability to interact with tact and sensitivity with a wide range of individuals, including students, families, staff, faculty, and members of the community, in a high-volume public contact setting.
- Excellent organizational, interpersonal, written, and oral communication skills.

Preferred Qualifications:

- Ability to analyze problems, identify solutions, and take appropriate actions using independent judgment and sound decision-making processes.
- Ability to plan and implement educational programs for students, staff, and faculty, including assessment of needs, event planning, promotion, publicity, and presentation.
- Comprehensive knowledge of and experience interpreting psycho-educational evaluations and other disability documentation to determine the presence of a disability and reasonable accommodations relating to classes, campus housing, clinical and fieldwork experiences.
- Familiarity with community resources for people with disabilities.
- Knowledge of assistive computer technology and resources available to persons with disabilities.
- Experience with testing services and standards.
- Strong customer service skills.

Director of Disability and Testing Services
Oregon Institute of Technology (Oregon Tech)

Direct Link: <https://www.AcademicKeys.com/r?job=268483>

Downloaded On: Nov. 18, 2025 4:30pm

Posted Nov. 18, 2025, set to expire Apr. 1, 2026

Applications are exclusively accepted via the Oregon Tech Job Board: [Oregon Institute of Technology Portal | Director of Disability and Testing Services](#)

The initial review of applications will begin December 1, 2025. Applications will continue to be accepted after the initial review date until a sufficient applicant pool has been achieved, or the position is filled. Therefore, at the discretion of the University, materials received after the initial review date may not receive full consideration.

Required Documents

1. Resume
2. Cover Letter
3. Professional References List

Optional Documents

1. Letter of Recommendation
2. License/Certification

Oregon Tech benefits are administered by the Public Employees Benefit Board (PEBB) which also administers the benefits for the State of Oregon employees. The PEBB Benefits [home page](#) will lead you to information about each benefit, contact information for each benefit vendor, forms, Wellness Programs, and other useful resources. <https://www.oit.edu/human-resources/benefits>

EEO/AA Policy

Oregon Tech is an Affirmative Action/Equal Opportunity Educator and Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring, or the terms and conditions of employment, on the basis of age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.

Oregon Tech is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Human Resource at 541-885-1028 or oithr@oit.edu

Director of Disability and Testing Services
Oregon Institute of Technology (Oregon Tech)

Direct Link: <https://www.AcademicKeys.com/r?job=268483>

Downloaded On: Nov. 18, 2025 4:30pm

Posted Nov. 18, 2025, set to expire Apr. 1, 2026

Contact Information

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

Contact

Oregon Institute of Technology (Oregon Tech)
3201 Campus Drive
Klamath Falls, OR 97601

Contact E-mail oithr@oit.edu