

Specialist, OSD

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 121507

Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean, Supervisor or designee

Job Purpose

To provide academic advising and related student support services in the Office of Students with Disabilities (OSD).

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Assists with recruiting prospective students by participating in College Connection program, including kick-off, admissions, advising, tours, and follow up.
2. Provides information on services available through OSD.
3. Conducts intake interviews, gathers disability documentation. Under the supervision, determines program eligibility and identifies/approves accommodation needs.
4. Assists OSD Coordinator in maintaining updated student information in departmental database and case management files.
5. Ensures implementation of appropriate accommodations for students with disabilities and monitors the effectiveness of the accommodations.
6. Provides information pertaining to and upholds disability related rights and responsibilities applicable under federal and state law.
7. Disseminates information, makes appropriate referrals and assists in coordinating services with disability service organizations, state and federal agencies, physical and mental health professionals, college academic departments, and other academic institutions. Maintains collaborative/consultative relationship with college personnel and local agencies.
8. Advises students on various aspects of college programs such as majors, course selection, transferability, and prerequisites for degree plans to prospective and current students with disabilities on Texas Success Initiatives (TSI)..
9. Assists students with the admissions and registration process.
10. Reviews transcripts, authorizes and interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans.
11. Documents and inputs data regarding advising sessions into computer system; replies to e-mails and telephone calls regarding program or course issues.
12. Disseminates information on the enrollment process, including admissions, financial aid, and assessment, advising, and transferring.
13. Facilitates workshops and seminars in support of recruitment and retention.
14. May perform assessment tests, present new student orientation, or other special projects to support recruitment and retention.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College admissions procedures, programs, and courses.
- Physical and mental disabilities and possible accommodations.
- Disability services organizations and functions.
- Multicultural education programs and systems.
- Student database systems.

Preferred

- Disability related laws and adaptive technology.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively communicating with persons with disabilities.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- One year work experience in academic advising, or related work in a disability service environment.

Preferred

- Two or more years related work experience in adult disability services.
- Ability to communicate effectively in ASL/Sign Language and English/Spanish.

Education

Required

- Bachelor's degree in rehabilitation, special education, or disability related services, or related area.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.