



ANNOUNCEMENT OF POSITION VACANCY

**Director, Disability Services (003849)
Office of Institutional Resolution and Accessibility
Exempt, Regular, Full-time, Grade G**

University of Maryland University College (UMUC) seeks a Director, Disability Services in the Office of Institutional Resolution and Accessibility. The Director is responsible for the coordination of support services to students and staff with disabilities. The Director provides services, responds to inquiries regarding disability services, and coordinates with University faculty and management to ensure appropriate accommodations. Reporting to the Assistant Vice President of Institutional Resolution and Accessibility, the Director works with a growing population of students and staff with a variety of disabilities and will manage the large caseload. The Director will plan for the growth and scalability of the office.

Specific responsibilities include, but are not limited to:

- Disability advisory services to include recommendations and information on the University's accommodation process
- Review and interpret various diagnostic assessments
- Respond to inquiries regarding the University policies and procedures pertaining to disability services
- Coordinate auxiliary aids and services
- Collaborate with and train University faculty and staff
- Supervise both full-time and part-time staff
- Perform other job-related duties as assigned

Required education and experience: Bachelor's degree in education or a disability services-related area; 3 (three) years experience working with individuals with disabilities; application of Section 504 and Americans with Disabilities Act; and familiarity with assistive technology and software used by those with disabilities. **Preferred education and experience:** Master's degree in education or a disability services-related area and an understanding of the unique needs of adult learners with disabilities; familiarity with the following: current disability law and best practices in providing accommodations; internet accessibility challenges and Section 508 compliance; excellent oral and written communication, interpersonal, and organizational skills; demonstrated ability in all problem-solving and trouble-shooting issues; be capable of prioritizing and managing multiple administrative tasks; and capable of working collaboratively in a group and/or independently. Experience working in a multicultural environment is also preferred.

**SALARY COMMENSURATE WITH EXPERIENCE
POSITION AVAILABLE IMMEDIATELY AND WILL REMAIN OPEN UNTIL FILLED**

Please visit: <http://www.umuc.edu/visitors/careers/> for complete instructions for applying for this position. All submissions should include a cover letter and résumé. UMUC offers an excellent benefits package to include tuition remission, a minimum of 25 days of leave, as well as a range of insurance options. For detailed information, please visit: <http://www.umuc.edu/visitors/careers/benefits.cfm>.