



CAREER OPPORTUNITY

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Position Information

Posting Date: May 29, 2008
Working Title: Academic Advisement Coordinator
Reporting Unit: Disability Resource Center
Requisition Number: 13375
Salary Range: \$4,373/month - \$6,238/month
Hiring Range: \$4,373/month - \$5,169/month
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: June 19, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Student Services Professional IV
Bargaining Unit: Academic Professionals of California

About the Position

The Disability Resource Center (DRC) is a comprehensive center providing both students and employees with accommodations and services. The center works closely with faculty/staff to deliver services and promote access for students with disabilities in the classroom and throughout the campus.

The Academic Advisement Coordinator (AAC) reports to the Associate Director and is one of several professional staff supporting students with disabilities. The AAC works in concert with professional staff in the DRC and related departments to manage the admission, advisement, disability management and academic progress of students registered with the DRC. Interacts with faculty and university departments on behalf of students with disabilities in the light of recommended accommodations and academic adjustments as provided for by state and federal regulations. Makes referrals to and works in cooperation with a wide variety of community services, agencies, high schools and post secondary institutions.

Responsibilities include, but are not limited to:

- Provides academic advisement, one-on-one counseling, disability management, participates in case management and covers "drop-ins," and academic support services to students with disabilities
- In concert with the Office of Undergraduate Studies determines course substitutions and other academic adjustments appropriate under University policies and American with Disabilities Act requirements
- Participates in development of university-wide policies on curricular modifications for students with disabilities
- Liaison with high school and community college counselors, faculty and administrators to facilitate transfer to SJSU. Provide academic and admissions counseling to students planning to transfer. Liaison to Intercollegiate Athletics for academic support and accommodations for student athletes both prospective and matriculated
- Liaison to academic departments and faculty major advisors working to address both major requirements and appropriate accommodations of students with disabilities

The individual must be able to travel to high schools and post secondary institutions throughout the Bay Area. Must be able to transport materials to and from campus.

Qualifications:

- We require a bachelor's degree, preferably in Education, Psychology, Counseling or a related field. Four years of progressively responsible full time professional student services work experience required. A Master's degree in a directly related field is preferred and may be substituted for one year of experience. Experience evaluating and assessing General

Education (academic) requirements, or Graduate level evaluating; and recommending appropriate courses towards matriculation. Strong oral and written communication skills a must.

Successful candidates will have:

- Knowledge and awareness of the Americans with Disabilities Act of 1990, and Section 504 of the Federal Rehabilitation Act of 1973 and how they impact the academic setting for students with disabilities
- Experience articulating retention needs of students to faculty, staff and administrators
- Ability to quickly learn state and federal laws mandating access and accommodations for students with disabilities in a postsecondary setting
- Ability to quickly develop a working knowledge of the full spectrum of disabilities including functional limitations as it applies to the curriculum and to incorporate this knowledge with ADA requirements relating to the Title II institutions

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](#) (www.sjsu.edu/hr)

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Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.