



Mary Baldwin University Director of Academic Resource Center

Mary Baldwin University is looking to fill the role of Director of Academic Resource Center. The Director develops administrative procedures, reviews documentation of disability, provides consultation about appropriate accommodations, maintains a confidential database, compiles reports on program activities and services, oversees vendor selection and contractor monitoring for provision of auxiliary aids to students, provides information about disability regulations to university personnel, resolves student complaints regarding disability services and access, actively recruits students with disabilities, and oversees the removal of physical and technological barriers at the University to ensure equal access to the educational experience for students with disabilities in compliance with federal laws. Participate in and contribute to the Strategic Planning of the department meeting its overall mission within the university. The Director will also contribute to ongoing continuous improvement of the department through benchmarking, research and determining best practice recommendations for assigned areas of responsibility. As a leader, strive to develop their direct reports in a manner consistent with the overall department approach. Sets goals, evaluates performance, and provides constructive feedback to direct reports. Contribute to the development of departmental programming offered to the campus community. Serves on selected committees and arranges for regular contact with constituents across campus as determined through the strategic plan of the department.

Required Education and Experience:

- Bachelors degree required in a relevant field such as Disability Studies, Social Work, Special Education, or another relevant field.
- Master's degree preferred
- minimum of 3 years of professional experience providing direct service to students with disabilities

Qualifications:

- In-depth knowledge of the legal framework involving accommodations in the higher education setting for students with disabilities through state and federal laws and regulations and the ability to stay apprised of and adapt to changing legal frameworks and guidance.
- Extensive knowledge of procedures for assessing, determining, and implementing disability accommodation issues across undergraduate, graduate, and professional programs and in clinical settings. Full knowledge of student disability assessment, accommodation, and intervention methods. Proven ability to determine reasonable accommodations for disabilities.
- Appreciation and respect for principles of diversity, equity, and inclusion. Ability to engage with diverse audiences (age, gender, nationality, race/ethnicity, profession, sexual orientation, etc.).
- Excellent oral and written communications skills needed to work with faculty, students and other campus entities regarding a student's accommodations and other academic needs.
- Strong ability to advocate for students with disabilities with faculty, staff and administrators to ensure equal access to educational opportunities consistent with state and federal law.
- Demonstrated interpersonal skills and creative problem-solving skills, including the ability to manage highly charged, difficult situations involving students, staff, and faculty.
- Proven ability to safeguard sensitive and confidential information.
- Familiarity with FERPA regulations.
- Proficiency using and experience in accessibility features of MS Word, Excel, and PowerPoint, PDF and AT hardware and software (JAWS, ZoomText, Duxbury, Dragon).
- Demonstrated ability successfully managing staff and student employees.

To apply: Submit a cover letter, resume or curriculum vita, statement of commitment to diversity, access and inclusion, and the name and contact information for three references to Provost@marybaldwin.edu. Review of applications will begin immediately and continue until the position is filled.

Inclusivity Statement

Mary Baldwin University is an Equal Opportunity/Affirmative Action Employer. Mary Baldwin University is an intentionally diverse educational community, with a vibrant population of more than 1900 undergraduate and graduate students in its residential and online programs. More than fifty percent of MBU's residential undergraduates are students of color and the University aspires to develop a faculty and staff that reflect its demographic. The University places a high priority on the cultivation of a community in which all students are both seen and heard. We seek and encourage applications from members of groups underrepresented in higher education and with academic experience with diverse student bodies. Above all, Mary Baldwin seeks candidates eager to embrace and empower an ethic of equity, diversity, and inclusivity.