



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Coordinator of Student Accommodations
FLSA: Exempt
SALARY LEVEL: Professional Level 2
DATE: August 29, 2006

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under general supervision of the Division Director, Student and Enrollment Services and Director of Student Services, the incumbent will oversee the ongoing direction, development, delivery, assessment, and improvement of services within the department. The incumbent must be proficient in archival, retrieval, reporting, and dissemination of student and College information. The incumbent must be familiar with laws and regulations regarding student information, including FERPA.

DUTIES AND RESPONSIBILITIES:

Communicate and interact with staff in Student and Enrollment Services departments.

Meet, interact, and communicate with students who have special needs and provide advance professional counseling skills and disability accommodations to students with disabilities.

Work with main campus employees associated with the TC College Connection.

Support and assist students and parents regarding inquiries about Temple College Admission policies, course scheduling, and Financial Aid assistance and how students with special needs must request accommodations.

Conduct intake appointments, coordinate disabilities services, provide academic related disability counseling, and review documentation for new and prospective students.

Evaluate and coordinate requests for academic support services to students with various types of disabilities.

Review and verify all incoming documentation and forms are complete.

Act as a liaison between students, faculty and staff.

Provide information and referral to university departments and external contacts requesting services and accommodations.

Maintain delivery of services including monitoring service usage, recording of case notes, personnel-related details, policy and guideline processes and statistical reporting of services.

Assist in maintaining budgets within the division.

Provide basic office coverage of the Advising and Retention Center when staffing is out.

Maintain confidentiality based upon FERPA requirements.

Operate and answer multiple telephone lines and assist with inquiries, screen and forward telephone calls.

Meet, coordinate, and implement plans with Temple campus.

Attend conferences to remain current and gain more knowledge on industry issues.

Maintain and file confidential paperwork.

Perform miscellaneous job-related office duties as required.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree and 2 years of directly related work experience specific to the duties and responsibilities described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of administrative and clerical procedures such as managing files and documents, word processing, and other office procedures and terms. Knowledge of Temple College admission policies, procedures, eligibility requirements, and academic scheduling. Knowledge of Temple College and Department of Education guidelines. Customer service and orientation skills, continuously finding ways to provide assistance to others. Communication skills to express information to others effectively. Ability to actively listen and understand what clients are communicating. Ability to manage time by organizing, planning, prioritizing, and accomplishing your work.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Work Study students

DIRECT SUPERVISOR:

Director, Support Services and Division Director of Student and Enrollment Services