

Assistant Director for Student Services

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Department: [Disability Resources for Students](#)

Job Location: UW Seattle Campus

Posting Date: 09/23/2021

Closing Info: Open Until Filled, with a priority application date of 10/22/2021

Shift/Hours: Regularly work 40+ hours per week, 8:00a-5:00p Monday through Friday. Occasional evening and weekend hours are required.

Salary: Estimated starting salary of \$67,000, commensurate with education and experience

UW Seattle's Disability Resources for Students (DRS) is seeking a driven, motivated and equity minded professional to join our dynamic team as an Assistant Director for Student Services.

DISABILITY Resources for Students (DRS) is a unit within the Division of Student Life. UW Student Life fosters a work environment that promotes balance, celebrates individuality, empowers innovation, and is grounded in teamwork, shared wins, and impact. Student Life forges and attracts leaders across an array of professional disciplines, united by a collaborative atmosphere and a passion for mission-driven work. In addition to working for an extraordinary university, Student Life employees enjoy a robust staff development culture; including skills training, leadership development, personal and professional networking opportunities, social outings, and the tools and support to chart a fulfilling career path. <https://www.washington.edu/studentlife/working-here/>

DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs. DRS serves 4000+ students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. We partner with students and faculty jointly in the process to establish accommodations, services, and access to academic programs.

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all. The Division of Student Life acknowledges the Coast Salish people of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip, and Muckleshoot Nations. Student Life is committed to developing and maintaining an inclusive climate that honors the diverse array of students, faculty, and staff. We strive

to provide pathways for success and to purposefully confront and dismantle existing physical, social, and psychological barriers for minoritized students and communities. We engage in this work while learning and demonstrating cultural humility.

At UW DRS, our diversity mission is to support the inclusion of students with disabilities by upholding their intersectional identities and eliminating the social and institutional barriers to educational access at the University of Washington. And our vision is a campus where one's full intersectional identity cannot only participate but is deemed essential in the University's achievement of academic excellence.

Job Description

The Assistant Director for Student Services provides oversight, direction, and supervision of a team of six Access Coordinators. The Access Coordinators are responsible for analyzing medical documentation, determining appropriate and reasonable accommodations, developing programs and resources to meet identified accommodation needs, advising students regarding the interactive process and their rights and responsibilities related to accommodations, and consulting with and assisting faculty in the implementation of approved accommodations. They also supervise one permanent and one temporary Direct Access Coordinator. In addition to directing the work of the Access Coordinators, the Assistant Director will support the team by assisting with and resolving difficult and/or complicated cases, serving as backup to the Access Coordinators during leave, and managing their own small caseload.

The Assistant Director will serve on the DRS leadership team, contributing to the departmental strategic planning process, including creating and implementing office policies and procedures, and interpreting University policies and procedures and applicable State and Federal rules, regulations and laws. They will work closely with the Assistant Director for Program Services in creating, implementing, and assessing accommodations. They will serve as the DRS representative on the Student CARE team, and they will be responsible for organizing and tracking department wide staff development needs and opportunities. They will promote DISABILITY awareness and advocacy in the campus community.

In all of the work they do, the Assistant Director is responsible for ensuring compliance with state and federal laws regarding access for prospective and enrolled students with disabilities. This position requires a high level of independent decision-making and professional judgment.

Responsibilities

Leadership & Supervision

- Provide oversight and supervision of the daily work of a team of professional staff Access Coordinators engaged in individual consultation with students to assess strategies for full inclusion, including the determination and provision of reasonable accommodations.
- Serve as a member of the DRS leadership team. Assist in creating and implementing DRS's vision and achieving its goals.
- Create and administer policies and procedures for the accommodation process, collaborating closely with the Assistant Director for Program Services, and the Access Coordinators.
- Organize and track department wide staff development needs and opportunities.
- Serve as the departmental representative to the Student Care Team, and bring issues back to the team to resolve.
- Work closely with the Director to manage budgets, prepare reports, and develop long term-planning for fiscal sustainability.
- Assist in the development and implementation of assessment tools for the office to obtain feedback on the quality and effectiveness of service provision to students, faculty and staff.
- Remain current on research and legal activity in the field and national trends to guide policy/procedure development/revision and recommend improvements in the delivery of services for the office and more broadly across the campus.

Consultation and Outreach

- Create, foster, and maintain collaborative working relationships with faculty, staff, administration, and students.
- Serve as the liaison for UW faculty and staff regarding DRS general policies and procedures.
- Participate and provide leadership in office and campus-wide strategic planning efforts, programming, advising and policy development pertaining to access issues and inclusion for students with disabilities.
- Build and maintain good working relationships with off-campus DISABILITY community/service agencies.
- Serve on other campus committees as requested by the Director.
- Accommodation Counseling Caseload

- Provide counseling, problem-solving, advocacy and mediation for students with disabilities.
- Maintain accurate and detailed student records, accommodation/service program records and employee records in accordance with office and University policies and procedures.
- Understand and appropriately apply, interpret and explain DRS and University policies and procedures, state and federal rules, regulations and laws.

Qualifications

Minimum Qualifications

- Master's degree in Education, Counseling, Social Work, Rehabilitation, or related field.
- Two to three years experience working with people with disabilities, experience in higher education and experience managing and supervising employees.
- Ability to direct and organize work of self and others.
- Strong project management skills.
- Sensitivity and competency in working with a diverse population.
- Excellent oral, written and interpersonal skills.
- Strong problem-solving and decision-making skills
- Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Preferred Qualifications

- Experience working with students with disabilities in a higher education setting.
- Knowledge and understanding of Section 504 of the Rehabilitation Act, the ADA and other pertinent federal and state laws that provide for an accessible higher education experience for disabled students.
- Fluency in American Sign Language.

Application Requirements:

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.