



Accommodations Coordinator

Recruitment #: S2331
Review Date: Immediate review | Closing on 7/1/23
Department: Disability Services
Salary Rate: \$45,444 - \$53,463

Position Summary:

The Accommodations Coordinator reports to the Director of Disability Services (ODS) and is primarily responsible for coordinating alternative test arrangements, books in alternative format, alternative furniture placement, and training for staff and faculty. The Accommodations Coordinator co-hires, co-supervises, co-trains and evaluates student employees including but not limited to: test proctors, lab assistants, and ODS student office workers. In addition, the Accommodations Coordinator serves as a liaison between students registered with ODS and their faculty/staff, and in some cases, healthcare providers as well, to provide clarity regarding accommodations, diagnoses, and/or access.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- A combination of experience and education equivalent to a bachelor's degree related to the duties of the position
- Experience working with underrepresented college students, such as those from a low-income background, first-generation college students, or students with disabilities
- Experience working with highly confidential materials
- Able to communicate in varied formats to ensure clarity
- Able to work varying hours and weekends as needed (standard schedule: M-F 8AM to 5PM, in office)

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. We are most interested in finding the best person to fulfill this role, and that candidate may be someone with transferable skills and experience.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background Check:

A criminal background check will be completed as a condition of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference:

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.