

Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty

Recruitment #:	S2366
Review Date:	Immediate review Open until filled
Department:	Human Resources
Salary Rate:	\$54,082 - \$63,625

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

Position Summary:

The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty provides or is responsible for the following functions as essential functions of this position:

- Manages and coordinates accommodation services for academic and employee relations job functions, professional development and other WOU related activities for staff, and faculty.
- Works collaboratively with the Assistant Director, Deaf & Hard of Hearing Services in the Office of Disability Services to coordinate services for the Deaf, DeafBlind, Hard of Hearing access needs for employees.
- Reviews requests and determines accommodations for faculty and staff who are Deaf, Hard of Hearing and/or DeafBlind.
- Is the direct supervisor of the HR staff interpreters, hourly interpreters/transcribers by managing the hiring, discipline, creation of schedules, supervision and completion of timely staff evaluations.
- Is responsible for researching and recommending the acquisition of assistance technology applicable to employees who are Deafblind, Deaf, and Hard of Hearing.
- Serves as the primary contact for the WOU campus community for Deaf and Hard of Hearing related services and accommodation needs for faculty and staff.
- Serves as the primary designee and expert responsible for staff training and professional development including but not limited to: assistive technology and other forms of accommodations used by people who are Deaf/Hard of
- Hearing/DeafBlind (Deaf/HoH/DB).
- Services include but are not limited to American Sign Language/English interpreters, FM systems, post-production captioning services, TypeWell transcribers and other real-time transcription services.
- Is an essential staff member of the Human Resources team and contributes to a variety of office duties to support the daily operations of the office.

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

Minimum Requirements:

- Bachelor's degree and meet the following criteria:
 - Successfully completed a two-year interpreter training program,
 - Hold RID or NAD interpreting certification and,
 - Have five years successful interpreting experience at the post-secondary level,

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/CV

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. 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. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed.

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

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

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\[at\]wou.edu](mailto:employment[at]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.