



### **Position Vacancy Notice**

Director, Accessibility Services

Posting date: 1/28/2020

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### **College Overview**

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

### **Position Summary**

The Director of the Office of Accessibility Services (AOS), under the direction of the Associate Vice President for Academic Affairs, oversees the development, implementation, supervision,

and evaluation of all programs, activities, policies, and services related to accessibility services provided by Hudson County Community College (HCCC).

The Director serves as the College's first point of contact and subject matter expert to ensure compliance with the Rehabilitation Act (504 and 508) and the Americans with Disabilities Act and its Amendments. The Director provides vision, leadership, and strategic direction to make certain that HCCC is inclusive and accessible for students, staff and visitors with disabilities. A key component of the Director's work will be to raise campus awareness of the importance of reducing systemic barriers, and promote disability awareness and a culture of accessibility.

The Director collaborates with multiple areas on campus, including faculty, Human Resources, Counseling and Wellness, Registrar, Public Safety, Facilities, Communications, Library, Information Technology, and Legal Counsel to determine appropriate accommodations and secure access for students, staff and visitors with disabilities.

### **Position Responsibilities**

- Manage and supervise the Office of Accessibility Services (OAS), including strategic planning and implementation; design and supervision of service delivery; policy and procedure development; writing and oversight of publications and web-based information related to the OAS; maintain OAS budget.
- Direct all aspects of reasonable accommodation service delivery to students with disabilities at all HCCC campuses, including Online Learning.
- Work closely with the College's ADA/Section 504 Coordinator.
- Meet with students, faculty, families, and staff to resolve issues related to accommodation provision, classroom behaviors, accessibility concerns, information relative to specific disabilities, and the rights and responsibilities of these constituencies relative to the mandates of disability law.
- Provide guidance and assistance to colleagues in the interpretation and analysis of the various types of documentation provided to the OAS by students requesting special accommodations.
- Work with Enrollment Management on prospective student outreach ensuring students are informed of all campus services. Participate in enrollment events such as Open Houses, Orientations, and other student events.
- Serve as a strong voice and advocate for the values of diversity and inclusion as they relate to accessibility. Participate in the diversity and inclusion efforts on campus by advocating the needs of students and members of the campus community with disabilities as they relate to access and equity and make recommendations for addressing these needs both academically and socially.
- Remain current and share information regarding best practices in accessibility by engaging in ongoing professional development and sharing those best practices with staff and the greater HCCC community.
- Assess and evaluate the College's facilities, programs, technology (hardware and software), activities, and systems to ascertain their accessibility to all students with disabilities; identify outside resources for referral, when applicable.

- Develop workshops and other opportunities for faculty and staff to help them gain a better understanding of people with disabilities and how to work with various populations within this community.
- Represent the College by serving on and participating in groups concerned with disability-related issues.
- Other duties as assigned.

**Qualifications:**

- Master's degree in Rehabilitation Counseling, Special Education, Psychology or related field required.
- Four (4) years of work experience with psychological, physical, and learning disabilities required; preferably within postsecondary education.
- Four (4) years of work experience in the area of disability resource provision required.
- Experience working with students at the developmental level and knowledge of deaf and hearing impaired community and culture required.
- Two (2) years of supervisory experience required.
- Experience working as an ADA/504 Coordinator and/or in an EEO capacity is preferred.
- Experience with adaptive, assistive technology preferred.
- Experience with employment accommodations preferred.
- Strong working knowledge of section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and amendments to the ADA.
- Ability to communicate clearly and interact effectively with students, faculty, and staff from a broad range of programs and disciplines required.
- Must possess attributes of compassion, patience, and respect for others, as well as sensitivity to multicultural issues.
- Proficiency in Microsoft Office software, and ability to learn student information systems and other administrative systems required.
- Excellent planning and organizational skills required.
- Ability to work independently and take initiative required.
- Ability to create and implement systems, procedures and processes required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

**Applications**

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to [resumes@hccc.edu](mailto:resumes@hccc.edu).

**Take Survey**