

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** ADA Student Coordinator  
Professional

**EEO CATEGORY:**

**JOB NUMBER:** 9-2078  
**STATUS & GRADE:** E-12  
**DATE:** 05/2005

**DEPARTMENT:** Counseling Center & Services for Students with Disabilities

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's Degree from an accredited institution in a related field. Two years relevant experience required in a post-secondary educational setting. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To provide Disability Services to eligible SHSU students.

**SUPERVISION GIVEN & RECEIVED:** Receives minimum supervision from the Director of the Counseling Center. Supervises the Sign Language Interpreter and clerical staff.

**PRIMARY RESPONSIBILITIES:** Duties include, but are not limited to the following: interviews, collects, and reviews disability documentation; determines disability eligibility; devises, implements, and monitors an accommodation plan; monitors services and revises and/or discontinues accommodations as needs change; consults and collaborates with faculty, staff, and administration in the effective educating of students with disabilities; promotes disability awareness throughout the university environment. The incumbent reports to the Director of the Counseling Center regarding all legal matters, policy/procedural matters, and problems with personnel complaints or other problems with the functioning of the disability services. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Use of computer, copier, printer, typewriter, and standard equipment common to most offices. Proficiency in the use of English and spelling. Must be accurate in all duties performed. Write reports and comprehend student's needs. Must be able to work in a semi-private environment with an almost complete absence of disagreeable working conditions. Requires knowledge of and experience with federal and state disability guidelines, expertise in evaluating student requests for accommodations and requisite supportive documentation, and excellent oral and written communication skills.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**