



## EMPLOYMENT OPPORTUNITY

### POSITION: DISABILITY ADVISOR

JOB #17/86

#### (Classified as STUDENT SERVICES PROFESSIONAL III)

Full time temporary position available on or after March 20, 2018 and ending on or before September 19, 2019 for the Disability Resources Services. Possibility of reappointment based on budget, department needs, and job performance.

**ESSENTIAL DUTIES:** The Disability Advisor is responsible for facilitating access to courses, programs, services, activities, and facilities for students with disabilities. The Disability Advisor works in collaboration to develop and implement best practices in promoting inclusive design, determining and providing reasonable accommodations, and assessing service efficacy. Applying independent judgment and expertise, the Disability Advisor works with students, faculty and administrators to improve the accessibility of campus through the delivery of programs and services that reframe disability and promote inclusive design. Duties include but are not limited to:

- Meets with students to identify barriers to full participation in the curricular and co-curricular environments and determine appropriate accommodations, reviewing additional sources of information as needed.
- Coordinates the provision of reasonable accommodations in consultation with students, faculty and staff.
- Provides consultation, information, resources and referral to disabled students and University faculty, staff and administrators.
- Maintains appropriate records by documenting communication with and regarding students and recording recommended courses of action or accommodations.
- Participates actively in the continuing development of services, programs and activities.
- Provide conflict resolution and problem solving interventions between students and faculty, staff and campus departments.
- Participates in environmental access work to improve the design of curricular, information, physical and co-curricular environments.
- Provides consultation throughout the University on universal design, social construction of disability, and intersections of disability with campus environments.
- May participate on University committees, task forces, and networks and serve a liaison role with other departments.
- Maintains membership with relevant professional organizations.
- Stays abreast of national, state, and local disability-related issues.
- Participates in professional development activities through presentation, publications, attendance at conferences and/or related activities.
- Maintains appropriate confidentiality in verbal and written communications.
- Work with community colleges and other agencies to assist students in the successful transfer and transition to Stanislaus State and completion of educational objectives.
- Provide educational outreach and advocacy to the campus community to improve access for students with disabilities.
- Participate in outreach activities to local high schools to facilitate the recruitment of students with disabilities. Other duties or projects as assigned.

**WORK ENVIRONMENT:** May be required to work occasional evenings and Saturdays each year.

#### MINIMUM QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related.
- A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.
- Equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required.

#### PREFERRED QUALIFICATIONS:

- Knowledge of models of disability and inclusive educational design and their application in higher education
- Knowledge of the application of federal and state laws that provide for an accessible higher education experience for disabled students
- Strong written and interpersonal communication skills
- Skill at developing and delivering professional presentations and workshops
- Working knowledge of common computer applications (e.g. word processing, PowerPoint, databases)
- Demonstrated knowledge of campus and community resources

#### SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the methods and problems of organization and program management.
- Ability to clearly express ideas and recommendations orally, as well as write clear and concise reports.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other programs or service areas and ability to interpret and apply program rules and regulations.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements. Ability to obtain factual and interpretative information through interviews.
- Ability to recognize multi-sexed and multi-aged value systems and work accordingly.
- Thorough knowledge of the principles of individual and group behavior.
- General knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the program area to which assigned.
- General knowledge of individual counseling techniques.
- General knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the campus.
- Working knowledge of student services programs outside the program to which immediately assigned.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to advise students individually and in groups on complex student-related matters.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to establish and maintain cooperative working relationships with a variety of individuals.

**SALARY RANGE:** \$4,288- \$6,109 per month plus excellent paid benefits. The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

**POSITION IS OPEN UNTIL FILLED. APPLICATION SCREENING TO BEGIN MARCH 5, 2018**



**APPLICATION PROCEDURE:** To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at [http://www.csustan.edu/hr/Employment\\_Opportunities/Staff/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html)), **cover letter**, and **resumé** to:

California State University, Stanislaus · Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3<sup>rd</sup> Floor)  
One University Circle · Turlock, CA 95382

For questions, please contact: Mr. Marvin Williams (209) 667-3888

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: [http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary\\_Self-Identification\\_of\\_Disability\\_CC-305\\_SD\\_Edit1.24.14.pdf](http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf).

**THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW**

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT [HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT](https://www.csustan.edu/annual-campus-security-report). THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'LIMITED MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083, REVISED 7/21/17, AS A CONDITION OF EMPLOYMENT.

**INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE**

2/19/18