



## Accessibility & Retention Specialist

**Salary:** Commensurate with Experience

**Status:** Full-time, (12 month) Exempt

**Reports to:** Vice President for Student Affairs

### Summary

The Accessibility & Retention Specialist will demonstrate proven leadership regarding College compliance to the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act affording equal access to all students who participate in coursework, programs, and college activities as well as student retention efforts. The Accessibility & Retention Specialist will provide access and success to Williston State College (WSC) students with disabilities and accommodate requests which will provide students a supportive collegiate environment that allows the student to reach their specific academic goals.

This position will also direct retention efforts as well as engagement programming that will support students' personal and academic success at Williston State College. The position will facilitate student accommodations by providing consultation and support by engaging faculty and staff in student retention efforts.

### Accessibility

- Plan and manage WSC accommodation support services to promote the philosophy of equal access and opportunity among all WSC administrators, faculty, staff, and students.
- Meet with students who request accommodation and provide professional written documentation of a disability that limits his/her ability to participate in the College's offered courses and/or programs.
- Review student documentation and determine appropriate accommodations while also encouraging self-advocacy.
- Work with faculty, department chairs, and staff to assure that accommodations are adequately provided.
- Provide accessibility services to students, including but not limited to: housing accommodations, seating accommodations, extended testing time, orally administered exams, scribes, readers, and technology services, etc.
- Secure educational aids as necessary for students.
- Serve as a student accessibility resource to faculty and staff, and in the development and implementation of student support service policy, procedure and guidelines.

- Represent WSC on the North Dakota Disability Services Council and other appropriate local, state, and national organizations.
- Serve as a Title IX Advocate Lead
- Serve on WSC Diversity Committee

### **Retention**

- Responsible for planning, organizing, conducting, and directing activities/initiatives for student retention programming.
- Assist individual students and student groups with academic and life skills assessment, development and planning. Create academic goal plans for students using SEPs.
- Assist individual students and student groups with graduation planning and graduation audits.
- Manage WSC probation and suspension student follow-up and success coordination.
- Manage WSC excessive absence student follow-up and success coordination.
- Manage and develop retention processes incorporating the use of various technologies.
- Collect, analyze, and maintain assessment data for academic achievement; develop reports and provide data, collaborate with Institutional Research to ensure accuracy and data integrity.
- Perform other related duties as required.
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### **Minimum Qualifications**

- Bachelor's degree required
- Strong advocacy, problem solving and referral skills
- Knowledge of crisis intervention strategies; helping skills
- Knowledge of student development theory and practice
- Ability to work as an effective team member
- Strong oral, written and interpersonal communication skills
- Strong skills in setting priorities, organization, and time management
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community

### **Preferred Qualifications**

- Bachelor's degree in Counseling, Psychology, Education
- Experience in advising, counseling, and/or related field
- Previous Higher Education experience