

Associate Advocate, Student Accessibility Services
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=255155>

Downloaded On: Apr. 3, 2025 7:08pm

Posted Apr. 1, 2025, set to expire Nov. 29, 2025

Job Title	Associate Advocate, Student Accessibility Services
Department	Student Accessibility Services
Institution	Austin Community College Austin, Texas
Date Posted	Apr. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
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Job Description	

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Associate Advocate, Student Accessibility Services

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Associate Advocate, Student Accessibility Services

Job Description Summary:

To provide support services to students with disabilities through Student Accessibility Services.

Job Description:

Description of Duties and Tasks

- 1) Supports intake coordinator by assisting students with general questions regarding Student Accessibility Services (SAS), eligibility for services, and requirements for sufficient and appropriate documentation.
- 2) Recommends appropriate accommodations to supervisor or designee.
- 3) Provides training to students, faculty, and staff on navigation and use of disability management system.
- 4) Responsible for ensuring that students eligible for note taking support receive notes in a timely manner. Communicates with faculty regarding the need for note taking support, and monitors process

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throughout semester.

- 5) Reviews functionality of disability management system and make recommendations for improvement.
- 6) Assists in monitoring student academic progress and use of approved accommodations.
- 7) Supports collaborative/consultative relationship with college personnel and local agencies.
- 8) Refers students to Austin Community College (ACC) departments and outside agencies as appropriate.
- 9) Provides information to students regarding the college enrollment process, including, but not limited to admissions, financial aid, and assessment.
- 10) Provides support to students through advising, schedule building/course selection and assistance with registration. May discuss majors, transfer information, and general information on the Texas Success Initiative (TSI).
- 11) Documents and inputs data regarding student sessions into appropriate collegewide systems (i.e., Degree Map, AIM, Daisy, etc.).
- 12) Replies to all emails and telephone calls within 24 hours.
- 13) May prepare and co-facilitate workshops and seminars in support of recruitment and retention of students with disabilities as well as information regarding the SAS process to faculty and staff.
- 14) May request, secure, and convert tests. May proctor tests/exams taken in the SAS Testing Center ensuring test/exam integrity is maintained at all times.
- 15) May present new student orientation and participates in special projects to support the transition to college for students with disabilities.
- 16) May participate in campus wide and/or districtwide committees.

- 17) May assist with the application, award, and/or administration of Financial Aid.

Knowledge

- * College admissions procedures, programs, and courses.
- * Multicultural education programs and systems.
- * Student database systems.
- * Physical and mental disabilities and possible accommodations.
- * Disability services organizations and functions.
- * Familiarity with Section 504 of the Rehabilitation Act of 1973 and the ADAAA of 1990 and all amendments.
- * Familiarity with adaptive technology.

Skills

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- * Maintaining an established work schedule.
- * Effectively communicating with persons with disabilities.
- * Effectively using interpersonal and communication skills, including the use of tact and diplomacy.
- * Effectively using organizational and planning skills.
- * Ability to comply with departmental guidelines and procedures.
- * Disseminating complex information.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * Two years related work experience.

Preferred Work Experience

- * Two years related experience working with people with disabilities in a variety of settings, including higher education.

Required Education

- * Bachelor's degree.

Preferred Education

- * Master's degree in Rehabilitation Counseling, Education Counseling and Guidance, Special Education or other disability-related services or related area.

Physical Requirements

- * Work is performed in a standard office environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

Safety



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* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$59,000

Number of Openings:

1

Job Posting Close Date:

April 9, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Cypress-Creek-Campus/Associate-Advocate--Student-Accessibility-Services_R-7222



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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