

Ability Access Specialist

Blindness/Visual Impairment and Media Access

Position Overview:

Michigan State University has earned and values a reputation for excellence in facilitating inclusion of persons with disabilities in a range of educational and work-related opportunities. Ability Access Specialists maintain and employ cutting edge knowledge in their specialty areas to provide outstanding advising, outreach and direct services related to the specialization at hand. This position works as part of an interdisciplinary team to help students fully engage education, grow capacity, and ultimately become community leaders. This position advises students, develops programs, and facilitates direct services to ensure MSU remains a model of accessibility. Accessible media includes but is not limited to: educational materials in electronic, audio, large print, Braille, and tactile formats. Includes responsibility for innovation in, and daily operation of, services resulting in a nationally recognized and interconnected program of programmatic leadership, media accessibility, student fluency with access technology, and timely production and delivery of accessible materials.

This position:

- Provides advising, direct services, consultation, and referrals to persons with disabilities to facilitate full participation in university programs and services
- Provides outreach, consulting, and presentations to university faculty and staff to facilitate an environment of accessibility and inclusion for persons with disabilities
- Develops and administers programs and services intent on increasing engagement in the mission and programs of Michigan State University while increasing potential for career and life success
- Serves as part of an interdisciplinary team to create accessibility in instructional materials and to grow student capacity for lifelong leadership

Minimum qualifications:

- Master's degree in special education, rehabilitation teaching, rehabilitation counseling, or other fields integrating people with disabilities in education and the workplace.
- Those anticipating receipt of a master's degree in one of the related fields by December 2020 may be considered when they demonstrate compelling experience related to blindness, visual impairment, and media accessibility.
- Two years experience working with persons with disabilities with focus on visual disabilities and accessible media/technology is preferred
- Ability to read/write Braille is preferred
- Certification in Orientation and Mobility is preferred

Knowledge, abilities and skills required:

- Knowledge of educational and employment-related accommodations, skills and tools used by persons with disabilities with focus on blindness and visual impairment
- Knowledge of state and federal laws pertaining to persons with disabilities
- Ability to use personal interviews and medical documentation (including individualized education plans, and assessment reports) to validate disability and determine/implement appropriate accommodations and auxiliary aids/services
- Excellent written communication skills and ability to produce clear case notes
- Excellent oral communication skills including group presentations
- Strong collaborative/team skills balanced by an ability to operate independently with minimal prompting
- Extensive working knowledge of assistive technology and its role in facilitating full participation by persons with disabilities
- Working knowledge of information management via computer technologies including: databases, web-based data systems, e-mail, spreadsheets and word processing

Illustration of duties:

1. Provision of direct services to persons with disabilities (50%):

- * Interact with persons with disabilities to assess program eligibility, conduct needs assessments and determine reasonable accommodations
- * Review, recommend and implement auxiliary aids/services and reasonable accommodations for persons with disabilities
- * Facilitate full participation in academic, workplace and extracurricular life through advising, service coordination, and networking
- * Monitor academic progress and assist with academic advising
- * Assist persons with disabilities on the selection and usage of appropriate compensatory strategies and assistive technology where relevant
- * Facilitate campus integration by assisting with housing, transportation, physical orientation, acquisition of accessible textbooks/media and other accommodations as appropriate
- * Facilitate positive peer contacts and interactions among persons with disabilities registered with the RCPD

2. Coordination of programs providing services to persons with disabilities (40%):

- * Read, interpret and critically analyze medical and functional capacity documentation in order to determine when conditions represent ADA qualified disabilities.
- * Utilize disability documentation and data from needs assessments to implement effective accommodation strategies that enable persons with disabilities to meet essential functions in academic and workplace settings
- * Work in partnership with the Ability Access Specialist for Leadership Development and Assistant Director for Assistive Technology Innovation to coordinate the production of

alternative format materials including: Braille, large print, audio, and electronic text for students with visual, learning, and physical disabilities

- * Work in partnership with the Ability Access Specialist for Leadership Development to recruit, select, train, and retain readers and scribes for students requiring alternatives to print
- * Work in partnership with the Assistant Director for Assistive Technology Innovation and Ability Access Specialist Leadership Development to recommend, select, develop and maintain specialized equipment and programs related to services to persons with disabilities (e.g., the MSU Braille Technology Advantage, CCTV, and campus navigation tools including audio/tactile campus maps)
- * Develop and implement innovative programs to address the needs of targeted student populations
- * Annual reporting of office statistics, needs, progress and strengths/weaknesses related to services for persons with disabilities
- * Maintain a high level of knowledge/expertise regarding the issues, resources and concerns for persons with disabilities with focus on blindness and visual impairment
- * Research and write funding and program proposals that facilitate new or expanded programmatic efforts for persons with disabilities
- * Other duties as assigned

3. Presentations and consultation with faculty, staff, and community partners (10%):

- * Provide consultation and advocacy with faculty and staff regarding individual accommodation needs
- * Make referrals to appropriate campus and community resources
- * Produce and present workshops and presentations on empowering students and employees to achieve despite disability challenges
- * Collaborate with university and community partners to advance MSU's leadership in accessibility including accessible media, architectural, traffic, transportation, pedestrian, and programmatic endeavors

Supervision received:

Reports to the Director of the Resource Center for Persons with Disabilities who provides general direction and specific projects. Innovation, independent judgment, and collaboration with colleagues is expected for most assignments.

Compensation:

Salary of \$54k to \$60k commensurate with experience as well as a comprehensive benefits package including medical, dental, and retirement.

To apply: Visit <https://careers.msu.edu/cw/en-us/job/503846/specialist-advisorcontinuing>

MSU is committed to achieving excellence through cultural diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual

orientation, gender identity, national origin, citizenship, disability or protected veteran status. As the RCPD program was founded by people with disabilities and remains intent on inclusive leadership, we encourage applications by those who have innovated through personal disability challenges and are committed to leading educational accessibility.