PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Testing/Intake Administrator

DEPARTMENT: Office of Disability Services (ODS)

RESPONSIBILITIES:
• Assists the Director/Associate Director/Assistant Director with facilitation of academic accommodations at the Rose Hill campus for students with disabilities.
• Communicates with new and incoming students to schedule intake appointments.
• Arranges test proctoring with professors for students to use accommodations in ODS.
• Conducts intake meetings, reviews documentation, and assigns accommodations that comply with ADA regulations.
• Proctors and scribes for exams when necessary.
• Occasionally represents office at student events.
• Processes HR paperwork for note takers to receive stipends.
• Writes accommodation letters to professors.
• Updates and maintains website.
• Oversees student workers and proctors schedules.
• Orders office supplies.
• Performs other administrative duties as required to provide accommodations to students.

QUALIFICATIONS:
• Bachelor's Degree required; Master’s Degree preferred in field of psychology, social work, counseling, education, or related field
• 1-2 years experience in the field of higher educational setting
• Excellent computer skills
• Excellent oral and written communication skills
• Ability to work as a team player, as well as independently
• Commitment to serving a diverse student population
• Understanding and commitment to the mission of Fordham as a Jesuit Institution

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: 08/23/2021

SEND LETTER AND RESUME: jhawkins4@fordham.edu

No phone calls please.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories