PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Disability Services Assistant
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Law School, Lincoln Center

POSITION SUMMARY:
The Disability Services Assistant (DSA) will support the Director of Student Affairs in coordinating Disability Services for law students.

RESPONSIBILITIES:
• Assists with most aspects of the administration and operation of the Law School’s Office of Student Affairs and its Disability Services Office.
• Provides the first line of communication with current or prospective students seeking disability services, handling student inquiries, by reviewing and maintaining the applications portal and reviewing e-mail, phone, and in-person in coordination with the Director of Student Affairs.
• Responsible for reviewing disability documentation and making recommendations to the Director of Student Affairs.
• Monitors student registration and contacts them regarding documents needed.
• Creates and maintains spreadsheets and reports concerning student registration, documents, and statuses.
• Coordinates the provision of note-taking services and alternative textbook materials for law students.
• Assists in notifications to professors regarding in-class accommodations.
• Assists in creating, organizing, and disseminating student exam schedules and communications relating to exams.
• Coordinates exam administration assists students during exams and serves as the on-site coordinator of exams and assists in supervising exam proctors.
• Provides general support and related duties.
• Maintains confidential student files for current students.
• Must be available to work evenings during peak exam administrations in December and May. Some amount of hybrid/teleworking may be permitted, pending supervisor approval.
• Responsible for the general support of the Office of Student Affairs as designated by the Director of Student Affairs or the Assistant Dean of Student Affairs.

QUALIFICATIONS:
• Bachelor’s Degree (Master’s degree preferred). Current non-law school graduate students may be considered.
• Experience in a college/university setting preferred with a minimum of two years of experience.
• Excellent computer skills including Excel, Microsoft Word, and Microsoft Apps
• Well organized, flexible and an independent worker able to follow through on projects with little supervision and attention to detail.
• Possess strong problem-solving skills and ability to make sound judgment decisions.
• Possess excellent inter-personal skill and must be able to represent the Office of Student Affairs to Law School Students, both prospective and enrolled.
• Ability to maintain discretion and confidentiality.
• Demonstrated Writing Ability.
• Demonstrated ability to work collaboratively with a diverse population of students, faculty, staff, and administrators and an understanding of work involving students with disabilities.

SALARY: $28-$35 per hour
Salary is commensurate with qualifications, experience, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:
Abel Montez
Director, Office of Student Affairs
Fordham Law School
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