



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H07595

Date: 03.14.23

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Disability Services Assistant

*** This a gift-funded position.**

Continuation is contingent on additional funding.

(Part-Time/Non-Benefited; Maximum of 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.

ESSENTIAL FUNCTIONS:

- 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.

REQUIRED 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.
- Strong problem-solving skills and ability to make sound judgment decisions.
- Excellent inter-personal skill and ability 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:

Minimum Salary Range: \$28.00/Hr.

Maximum Salary Range: \$35.00/Hr.

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

Abel Montez

Director, Office of Student Affairs/Fordham Law School

amontez@law.fordham.edu

*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*