



ST. FRANCIS COLLEGE

Accessibility and Accommodations Coordinator (Part-time)

About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to St. Francis College's ("SFC" or the "College") Assistant Director of Accessibility and Accommodations in the College's Office of Accessibility and Accommodations ("OAA"), this position assists with day-to-day operations OAA. This includes, but is not limited to, assisting with proctoring tests for students, directing students and faculty, and helping with and promoting OAA both on-campus and on-line.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year.

Salary: \$17 per hour

Duties and Responsibilities:

- Greet students and assist them with using the College's Accommodate platform.
- Assist with student support groups and student meetings.
- Assist with proctoring exams.
- Assist with the OAA Instagram account.
- Assist students with general questions and/or connecting them with the appropriate OAA staff member.
- Connect students with other departments based on their needs.
- Perform all other administrative duties or special projects as assigned.

Required Qualifications:

- Bachelor's degree.
- Currently enrolled in a graduate program with no less than a 2.5 GPA
- Ability to work up to 15 hours per week.
- Good computer skills and be willing to learn new technology.
- Excellent communication skills.
- Detail oriented.
- The ability to handle confidential matters and to be professional.
- Strong commitment to the College's mission and to its students, faculty and staff.
- Ability to relate to the many different constituent groups and a commitment to campus diversity, equity and inclusion.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply [here](#).