



POSITION DESCRIPTION

Department:	Disability Resource Center
Classification Title:	Student Services Professional II
Working Title:	Access Specialist
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Disability Resource Center (DRC) is a central service unit within Student Affairs. The DRC consults with the campus community to promote welcoming environments and facilitate equal opportunity for students with disabilities in their academic courses, campus services, and all student programs and activities. The DRC collaborates with students to identify and eliminate potential and real barriers to accessibility by promoting inclusive design, providing reasonable accommodations, and assessing effectiveness.

Under the general supervision from the Director of Disability Resource Center, the Access Specialist works with a moderate degree of independence, to provide general and specific academic advising and related services to assist students supported by the Disability Resource Center (DRC) in making successful progress toward their degree objectives. The Access Specialist works with a high degree of self-direction to plan their workload, solve problems, and take action in situations where independent judgment and critical thinking skills are necessary to ensure students with verified temporary and permanent disabilities receive appropriate services and accommodations allowing for equal access and opportunity.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Complete intake appointments for students with disabilities and determine reasonable accommodations.
2. Understand and interpret medical, psychological and psycho-educational assessments to determine functional limitations and appropriate accommodations for students with disabilities.
3. Design, implement, and manage accommodation plans for students with disabilities enrolled at Cal Poly.
4. Manage and provide accommodations to students with temporary disabilities.
5. Serve as resource for students (make referrals to appropriate academic or personal support services both on and off-campus).
6. Coordinate with university staff to provide academic advising and personal counseling to enhance student development.
7. Conduct outreach to first year and transfer students who have disclosed the need for accommodations through the admissions/housing process. Develop, maintain and send outreach weekly newsletters to all DRC students.
8. Provide same day appointments for all temporary and crisis accommodations and informational appointments.

9. Maintain the confidentiality of students' clinical documentation; keep detailed and accurate student records; effectively use the electronic case management system.
10. Develop student services including workshops, mentoring, and presentations on disability related topics.

Related Job Functions

As Needed

10%

1. Participate in university working groups relevant to disability issues.
2. Provide same day back up to support other access specialists.
3. Assist in events and activities focused on advising, retention, education and orientation.
4. Assist in coordinating the department's professional development and training activities.
5. Provide educational programming for faculty and staff.
6. Perform other duties as assigned by the Director.

Required Education, Experience, and Credentials

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Two years of professional experience in one of the student services program areas or in a related field. A master's degree in a job-related field may be substituted for one year of the professional experience.

Additional specialized experience during which the applicant has acquired and successfully applied the required knowledge and abilities may be substituted for the required education yearly.

Required Skills, Knowledge, and Abilities

1. Ability to understand and interpret medical, psychological and psycho-educational assessments to determine functional limitations and appropriate accommodations.
2. Ability to address student concerns and university issues in a proactive manner with the ability to maintain appropriate professional boundaries from students and separate personal and student issues.
3. Ability to learn, interpret, communicate clearly and apply federal and state laws, CSU guidelines, university policies, and program rules pertaining to the provision of services to students with disabilities and to learn university referral resources.
4. Working knowledge of federal disability-related laws and policies, (e.g., Section 504 of the Rehabilitation Act of 1973, ADA, and IDEA).
5. Ability to use learning outcome assessment to evaluate and improve program offerings.
6. Ability to assist individuals with becoming self-determinant and successful self-advocates.
7. Ability to apply knowledge of the methods and problems of organizational and program management in order to make decisions and carry out responsibilities affecting both internal (DRC) and external (campus) programs/departments.
8. Ability to advise students individually and in groups on routine matters when required.
9. Ability to obtain factual and interpretative information through Interview.
10. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
11. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
12. Excellent communication skills; ability to effectively communicate Information in a clear and understandable manner, both verbally and in writing.

HUMAN RESOURCES USE ONLY

Employee ID#:	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:	<input type="checkbox"/> Update Review for File	Classification Title: SSP II
FTE:	<input type="checkbox"/> Classification Review	Class Code/Range: 3082
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R04
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number:		Date: 8/5/24