

MENLO COLLEGE POSITION SUMMARY

Position: Disabilities Coordinator/ Freshman Advisor

This position will report to the Associate Dean of Student Affairs

Responsibility Summary:

Through the coordination of campus and community support services, the Disability Coordinator/Freshman Advisor helps student's access resources to maximize their learning potential. Under the guidance of the Associate Dean of Student Affairs, the Disability Coordinator/Freshman Advisor makes recommendations for the Academic Success Center and assists with planning for further program growth and development. The Disability Coordinator/Freshman Advisor also collaborates and serves as a resource person for the Transition to College Program.

Major Responsibilities:

Note: This is intended to be a summary, not an all-inclusive list of specific responsibilities.

- Coordinate disability accommodations and services for students with learning disabilities and AD/HD; this will include close collaboration with the Academic Success Center Testing and Tutoring Coordinator in order to provide recommended accommodations
- Review psychoeducational evaluations to determine eligibility for specific accommodations
- Meet with students who have documented learning disabilities to develop an accommodation plan
- Collaborate with faculty to ensure the provision of appropriate accommodations for students with documented learning disabilities
- Manage students with probationary/provisional admission status
- Work with the Transition to College and currently enrolled students with academic difficulty in regard to appropriate course loads and plans for academic success
- Develop study and intervention plans for probationary students prior to enrollment, and provide advising in areas of particular weakness
- Provide campus outreach for the Academic Success Center and instruct seminars in academic study skills (topics may include: study habits, memory training, test-taking strategies, time management, etc.)
- Serve as Academic Advisor for incoming students

- Collaborate with other administration to serve students on probation
- Assist faculty, staff, and students with questions about learning styles and concerns about learning differences

Accountability:

The Disability Coordinator/Freshman Advisor is accountable for the overall management of students with learning challenges and new and/or returning students who are on academic probationary status. The Disability Coordinator/Freshman Advisor is also responsible for interfacing with the faculty in regard to voiced academic concerns about the impact of learning disabilities on the performance of specific students.

Job Requirements:

At minimum, a Bachelor's degree in special education with certification for the administration, scoring, and interpretation of psychoeducational assessment measures is required. Master's degree in Ed. Therapy, M.Ed. with focus in educational psychology or clinical psychology preferred. Position requires strong interpersonal skills, effective organization and communication (written and oral) skills, professional experience with disability issues, the ability to interpret diagnostic and psychoeducational assessment results, and basic knowledge of the application of disability law in the postsecondary setting.

Compensation:

Competitive salary based on education and experience; benefits. This is a 12-month, full-time, exempt position. Position begins October 1, 2009.

Interested candidates should send a cover letter and resume to hr@menlo.edu. Menlo College, 1000 El Camino Real, Atherton, CA 94027-4301. For more information regarding the position, please contact Sharyn Moore, Associate Dean of Student Affairs, (650) 543-3798.