The Accessible Education Office seeks an experienced professional to conduct student intake meetings and other critical duties from March to July 2021. Please submit resume and cover letter as a single PDF via email to aeo@fas.harvard.edu.

**Interim Accommodations Administrator**

Reporting to the Director of the Accessible Education Office (AEO), the Interim Accommodations Administrator will partner with the AEO team to provide academic accommodations and deliver services directly to students with disabilities in the Faculty of Arts and Sciences (FAS).

**Responsibilities**

- Conduct student intake meetings; collect and review disability documentation; determine disability eligibility; devise, implement, and monitor accommodation plans; monitor services and revise and/or discontinue accommodations as needs change.
- Maintain detailed records of both internal and external communications.
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
- Collaborate with faculty and academic departments in the effective, required, and timely delivery of academic materials; confirm accommodation implementation and effectiveness throughout each course, according to access guidelines.
- Other duties as needs arise.

**Qualifications**

- Bachelor’s degree or equivalent work experience required.
- Knowledge of and experience working with the ADA Amendments Act, Section 504 of the Rehabilitation Act (1973), and FERPA.
- Knowledge of Microsoft Office Suite.
- Ability to communicate professionally both verbally and in writing with careful attention to detail.
- Excellent interpersonal skills, ability to work collaboratively with a diverse group of students, colleagues, faculty, and staff.
- Excellent judgment, discretion, and ability to maintain confidentiality of highly sensitive and confidential information.
- Demonstrated experience with recognizing, problem-solving, and responding flexibly to situations as they arise with sound judgment.

**Working Conditions**

- This is a fully remote position. Incumbent must provide own computer with camera, and reliable and robust internet access.
- This role requires using near vision for reading and computer use, for extended periods of time.
- Position is 14 hours per week with majority of hours falling between 9am and 5pm EST, with flexibility available. May occasionally need to work beyond the standard workday when necessary to accommodate student schedules.
- Pay is $34.00 to $37.00 per hour, commiserate with experience. Start and end date are negotiable but will be within March and July 2021.