

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Office of Human Resources

NOTICE OF VACANCY

Position Title	Student Accessibility Specialist
Salary	\$41,000 – \$43,000; commensurate with experience
Reports To	Dean of Students
Benefits	USAO offers a comprehensive benefits package including retirement, health, dental, vision and life insurance.
Position Type	Full-time, Staff FLSA Exempt
Hours	Monday – Friday, 8:00 a.m. – 5:00 p.m.; occasional evenings and weekends
Supervisory Duties	None
Open Until	Until Filled

Position Summary

The University of Science and Arts of Oklahoma (USAO) seeks a full-time Student Accessibility Specialist to ensure equal access to academic programs, university housing, and campus facilities for students with disabilities. Operating under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Fair Housing Act (FHA), this position serves as the primary administrator for all student accommodation requests, with specialized oversight of Emotional Support Animal (ESA) and service animal requests, housing access, and campus assistance animal compliance. The Specialist evaluates documentation, conducts interactive intakes, manages the full lifecycle of ESA approvals, and collaborates closely with Housing & Residence Life, Facilities, and Campus Health to support student success.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- **ESA Request Administration:** Manage the end-to-end evaluation and review process for Emotional Support Animal (ESA) requests in campus housing under the Fair Housing Act (FHA) and institutional guidelines.
- **Documentation & Verification:** Review and verify clinical documentation from qualified healthcare providers to establish the connection between a student's disability and the therapeutic necessity of an ESA.

- **ESA Orientation & Agreements:** Issue ESA approval documentation; conduct mandatory pre-approval orientation sessions on housing rules and handler responsibilities; and ensure signed owner agreements, local municipal licenses, and current veterinary and vaccination records are maintained on file.
- **Interdepartmental Housing Coordination:** Partner with Housing & Residence Life, Facilities Management, and Campus Safety to log approved ESAs, designate animal-friendly housing units, resolve roommate and allergy conflicts, and address ESA policy violations or behavioral concerns.
- **Service Animal Support:** Serve as the campus point of contact and subject matter expert for service animals, guiding faculty and staff on proper ADA inquiry protocols.
- **Intake & Interactive Evaluation:** Conduct intake appointments with prospective, incoming, and enrolled students to identify functional limitations, learning barriers, and academic needs.
- **Documentation Review:** Review and interpret psychoeducational, psychological, and medical evaluations to determine eligibility for academic accommodations.
- **Accommodation Planning:** Authorize and implement individualized academic accommodations, such as testing modifications, alternative-format media, note-taking assistance, and adaptive technology.
- **Faculty Collaboration:** Advise and assist faculty in implementing classroom accommodations while ensuring fundamental course objectives and academic standards are maintained.
- **Progress Monitoring:** Maintain ongoing contact with registered students and evaluate the effectiveness of academic and residential accommodation plans each term.
- **Student Self-Advocacy:** Coach students on self-advocacy skills, navigating university processes, and transitioning to college-level learning expectations.
- **Conflict Resolution:** Facilitate resolution strategies when accommodation disputes, classroom barriers, or residential animal concerns arise.
- **Resource Coordination:** Oversee alternative-text conversion, sign language interpreting, captioning services, and specialized testing environments.
- **Confidential Record Keeping:** Maintain accurate, auditable, and confidential electronic student records in compliance with FERPA, HIPAA, and federal record retention requirements.
- **Case Management Systems:** Track and process all academic, housing, and ESA requests using accessibility case management software or the student information system to log cases, issue accommodation letters, and track annual animal renewals.
- **Training & Outreach:** Design and present training for Residence Life staff (Resident Assistants and Hall Directors), faculty, and campus partners on ESA policies, ADA compliance, and Universal Design for Learning (UDL).
- **Orientation & Events:** Represent Student Accessibility Services at recruiting events, new-student orientation, and campus resource fairs.
- **Policy Support:** Assist departmental leadership in updating operational manuals, ESA housing policies, and accommodation request workflows.
- Perform other related duties as assigned.

Skills & Abilities

- Knowledge of Section 504 of the Rehabilitation Act, Titles II and III of the ADA, the Fair Housing Act (FHA) as applied to university housing, and FERPA.
- Knowledge of disability documentation standards and the interactive process for academic and housing accommodations.
- Familiarity with Universal Design for Learning (UDL) principles and assistive and adaptive technology.
- Ability to evaluate medical and psychological documentation objectively, distinguishing valid clinical needs from non-qualifying requests.
- Strong interpersonal, boundary-setting, and de-escalation skills to handle high-emotion requests, communicate difficult decisions, and manage student and parent expectations constructively.
- Ability to build effective working relationships with Housing & Residence Life, Facilities, Legal Counsel, and Student Affairs leadership.
- Strong organizational skills to track animal health records, vaccination renewals, and housing compliance timelines.
- Ability to maintain strict confidentiality and exercise sound judgment with sensitive information.
- Proficiency with case management platforms, student information systems (e.g., Ellucian Colleague), and learning management systems (e.g., Canvas).

Required Qualifications

- Bachelor's degree in Special Education, Rehabilitation Counseling, Higher Education Administration, Social Work, Counseling, Psychology, or a related field.
- Minimum of two (2) years of experience administering disability accommodations or case management.
- Thorough understanding of Section 504, Titles II and III of the ADA, the Fair Housing Act (FHA) as applied to higher education housing, and FERPA.
- Strong written and verbal communication skills, including the ability to present training to faculty, staff, and students.

Preferred Qualifications

- Master's degree in Higher Education, Student Personnel, Clinical Counseling, Vocational Rehabilitation, or a related field.

- Accommodation or case management experience within higher education or residential life environments.
- Prior experience evaluating Fair Housing Act (FHA) assistance animal requests or managing university residential accommodation processes.
- Experience with disability case management platforms (e.g., Accommodate, ClockWork) and higher education systems such as Ellucian Colleague and Canvas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to move between campus buildings, including residence halls, for meetings, consultations, and events.
- Ability to occasionally lift and carry up to 20 pounds, such as presentation or outreach materials.
- Frequent verbal and written communication with students, families, faculty, and staff.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates in a standard office environment with a moderate noise level. Work includes visits to residence halls and other campus facilities, and the employee may occasionally be in proximity to service animals and emotional support animals. Occasional evening or weekend work may be required for orientation, recruiting events, and training sessions.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education

program with strong offerings in the liberal arts and sciences. For more information, visit www.usao.edu.

To Apply

Complete the USAO application at <https://usao.edu/about/human-resources/careers-at-usao.html>

When completing the USAO application, please attach:

- A letter of interest
- A detailed resume
- Three (3) professional/academic references
- Any necessary transcripts

If you have any questions, please email careers@usao.edu or visit the Office of Human Resources in person:

University of Science & Arts of Oklahoma | Troutt Hall, Room 306 | 1727 W. Alabama Ave., Chickasha, OK 73018

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.
