



**SNOW
COLLEGE**

OPEN POSITION:

Director of Disability Services



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.

The Job

Description:

Snow College seeks a highly collaborative equity advocate to supervise ADA accommodations and best practices in the area of disability services. This position supervises a part-time Assistant Coordinator in Ephraim and the ADA related activities of the Academic Advising Staff on the Richfield Campus. This position also supervises a small cohort of ADA Peer Mentors. The selected candidate will work as a member of a team of 16 highly motivated student success and academic advising professionals. This position reports to the Director of the Student Success Center and coordinates regularly with faculty/staff committees, the Director of Residence Life, and college legal counsel.

Qualifications:

- Bachelor's Degree required and a minimum of 5 years working in a similar capacity at the university/college (preferred), or senior high school level; Master's degree strongly preferred with a minimum of 2 years working in a similar capacity at the university/college (preferred), or senior high school level. Demonstrated professional competencies pertaining to ADA/Disability services are required.
- Demonstrated ability to read appropriate ADA/Disability Services documentation including but not limited to: physicians and psychological documentation such as 504 plans, IEPs, and standardized psychological assessment reports
- Experience supervising and delivering appropriate accommodations to students who qualify for disability services.
- Experience working with college students and/or high school students in a student development, academic affairs, student services, or related capacity; experience in academic advising and/or student life preferred. Experience working with non-traditional college students is a plus.
- Outstanding verbal and written communication skills; report writing and assessment skills required.
- Ability to establish strong professional relationships with on-campus as well as off-campus stakeholders
- Technologically proficient with email and MS office suite; student-information-system experience (i.e. Banner, or similar) is strongly preferred. Database experience is highly desirable.
- Strong organization skills; the ability to prioritize multiple tasks
- Extraordinary attention to detail
- Demonstrated history as a complex problem solver
- Strong commitment and motivation to contribute to the success of Snow College students
- A strong commitment to professional development is required.
- Respect for and experience working with students of diverse backgrounds is required.
- Multilingual and/or ASL skills are a plus.

Duties:

- Evaluate documentation including but not limited to: IEPs, physicians reports, psychological reports, 504 reports, and standardized psychological assessment reports
- Conduct interviews with students/families as part of the assessment process
- Determine appropriate ADA accommodations to individual students
- Keep meticulous and confidential documentation on each student registered for ADA accommodations
- Educate students and families about the differences between accommodations at the high school level vs the college level as well as the support services available at Snow College
- Supervise the full-time Assistant Coordinator of Disability Services on the Ephraim Campus and travel to the Snow College Richfield once a week to supervise ADA accommodations on the Richfield campus to register with Disability Services.
- Stay current with: disability services trends/law, best practices, general education requirements, major requirements, prerequisite requirements, transfer requirements, graduation requirements, and campus policies & scheduling
- Maintain the highest professional standards as they relate to FERPA and HIPAA compliance
- Select, train, and supervise a cohort of Disability Services Peer Mentors to assist new and at-risk ADA students
- Participate in early intervention activities with at-risk ADA students; utilize Peer Mentors appropriately
- Partner with academic affairs to provide appropriate faculty workshops and orientation about disability services

- Serve as a member of the Campus Assessment & Resource Team (CARE) which works to identify students in need and determining appropriate interventions for these students
- Provide high quality, personal academic advising for a small group of appropriate students, which includes, but is not limited to: selecting majors, selecting coursework/scheduling, connecting students to campus resources, tracking student progress, and assisting students in the transfer process
- Participate/provide leadership in campus-wide accommodations efforts; serve on appropriate ADA related committees; assist with campus-wide ADA technology compliance
- Attend state, regional, and/or national conferences and/or training annually. Present at conferences as appropriate.
- Collaborate and participate in admissions, orientation, and graduation events as needed.
- Perform other duties as assigned by the Director of the Student Success Center

Applications are reviewed as received. **Please recognize the application questions will be used to determine eligibility for this position.**

Snow College is an Equal Opportunity/Affirmative Action employer and educator. The college strongly encourages individuals from underrepresented groups, women, veterans, and those with disabilities to apply.

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Snow College offers benefits including medical, dental, vision, life and disability insurance, retirement, and more.

Below is an estimate of the benefits you would receive according to the salary listed in the example:

Salary:	Total Benefits (based on a family plan, including retirement, life insurance, FICA, disability etc.):
\$57,359	\$34,155

To find out the most current information on benefits offered by Snow College to full-time employees, please visit our [benefit informational pages online](#).

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's [Strategic Plan](#).

Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, **applications will be reviewed when received**, and will be eligible for review by the hiring committee. Applications received after December 17, 2023 may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

