

POSITION ANNOUNCEMENT

JOB TITLE	DISABILITIES AND COMPLIANCE OFFICER
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	STUDENT AFFAIRS
<p>SUMMARY: The University is seeking to employ a Disabilities and Compliance Officer (DCO). This position will have primary responsibility for creating and maintaining a safe, inclusive and supportive environment for all students with disabilities. The DCO will provide leadership and administrative management to the Students with Disabilities Unit. He/she will work with and advocate for students with disabilities to ensure that they have equal access to all programmes, services and activities that the University provides.</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">➤ Ensure compliance with University policies on disabilities (OR on all matters relating to disabilities);➤ Serve as the liaison between UB-North (the Northern Bahamas Campus) and other campuses on all matters pertaining to students with disabilities;➤ Liaise with the business community, government ministries, boards and agencies on matters pertaining to students with disabilities;➤ Liaise with the Office of Recruitment and Admissions;➤ Serve on committees and task forces as assigned;➤ Develop policies and procedures that promote disability inclusion and universal design in programmes, services and facilities;➤ Plan and implement programme goals and activities and evaluate programme effectiveness;➤ Develop and implement assessment tools for evaluating the services provided;➤ Assist the Department in achieving its goals by actively responding to the initiatives of the Department and Division;➤ Coordinate ongoing efforts to have a fully accessible campus;➤ Liaise with the Human Resources Department in order to provide disability-related training and technical assistance to faculty, staff, and administrators;➤ Collaborate with students, faculty, staff and community members to create usable, equitable, inclusive and sustainable learning environments;➤ Assist with conducting workshops and conference presentations on disabilities;➤ Conduct interviews with students with disabilities to determine appropriate accommodations;➤ Oversee provision of auxiliary aids, support and services including materials in alternate formats, interpreters, transcribers, lab assistants, adaptive technology, assistive devices, etc.;	

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- Write grant proposals to receive funding for initiatives that support the creation of more usable, inclusive and sustainable learning environments for students with disabilities;
- Prepare and manage the Unit's budget;
- Prepare monthly and annual reports;
- Perform other duties as required to support the strategic mission of the University.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational, communication and interpersonal skills;
- Working knowledge of UB's policy on disabilities, and national legislation relative to Students with Disabilities in higher education;
- Knowledge of universal design;
- Knowledge of the social and rights-based models of disability;
- Working knowledge of disabilities and teaching methodology supportive of student success;
- Knowledge of assistive technology for persons with disabilities;
- Knowledge of information and communication technology accessibility requirements;
- Principles of business, organization, management and public administration;
- Principles and methods for conducting analysis of procedures and improving operational services.

QUALIFICATIONS:

Education:

- Master's degree from an accredited university in Rehabilitation Counselling, Special Education or related field.
- Bachelor's Degree in Management, Public Administration, Rehabilitation or related field.

Experience:

- A minimum of 2 years' experience.
- Experience and/or training in disability studies, disability policies and services, disability compliance or closely related fields.

DATE PUBLISHED:	August 2, 2019
APPLICATION END DATE:	August 29, 2019
DATE TO BE REMOVED:	August 30, 2019
REPORTS TO:	Dean of Student Affairs - Oakes Field Campus
TERMS:	Contractual Appointment

EMAIL INFORMATION: Interested applicants should send the following documents electronically addressed as below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf) (**external applicants**)
- Current Curriculum Vitae or Résumé;
- Copies of qualifications and certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo

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identification and expiration date; **(external applicants)**

- Copy of N.I.B. Card; **(external applicants)**
- At least three (3) written, professional references.

Email Address: hrapply@ub.edu.bs

Attn: Vice President, Human Resources

University of The Bahamas

Subject: Disabilities and Compliance Officer

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Disabilities and Compliance Officer.