

JOB TITLE	COORDINATOR I
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	DISABILITIES & COMPLIANCE
REPORTS TO	HEAD OF DEPARTMENT, DISABILITIES & COMPLIANCE
SUMMARY: The Coordinator I, Disabilities & Compliance is responsible for creating and maintaining a safe, inclusive, accessible and supportive environment for all UB stakeholders inclusive of students with disabilities. The Disabilities & Compliance Coordinator will provide leadership and administrative management to the Office of Disabilities and Compliance. They will, work with and advocate for UB stakeholders inclusive of students with a disability to ensure equitable access, access to all programs, services and activities that the University provides.	
DUTIES & RESPONSIBILITIES: The position of Coordinator I, Disabilities & Compliance is required to perform a variety of tasks including, but not limited to, the following: ➤ Ensure compliance with the University policies on disabilities (OR on all matters relating to disabilities), ➤ Coordinate between UB North (the Northern Bahamas Campus) and other campuses on all matters pertaining to UB stakeholders inclusive of students with disabilities. ➤ Support business community, government ministries, boards and agencies on matters pertaining to UB stakeholders inclusive of students with disabilities. ➤ Collaborate with the Office of Recruitment and Admissions ➤ Serve on committees and task forces as assigned, ➤ Implement program goals and activities and evaluate program effectiveness, ➤ Implement assessment tools for evaluating the services provided as it pertains to Students with disabilities, ➤ Assist the Department in achieving its goals by actively responding to initiatives of the Department and Division; ➤ Coordinate ongoing efforts to have a fully accessible and inclusive campus; ➤ Collaborate with students, faculty, staff and community members to create usable, equitable, inclusive and sustainable learning environments. ➤ Assist with conducting interviews with UB stakeholders inclusive of students with disabilities to determine appropriate accommodations. ➤ Review of auxiliary aids, support and services including materials in alternate formats, interpreters, transcribers, lab assistants ,adaptive technology, assistive devices, etc.; ➤ Assist in writing grant proposals to receive funding for initiatives that support the creation of more usable ,inclusive and sustainable learning environments for students with disabilities; ➤ Assist with Managing the Units Budget. ➤ Prepare monthly reports; ➤ Provide the office of University Relation with timely submission of events and activities within the office of Disabilities and Compliance. ➤ Advice Administrative office Support with updated information concerning registered students as it pertains to filing and clerical processing. ➤ Provide bi-monthly assessments report on issues, incidents and resolutions to the Head of Department ➤ Provide daily development and management of the Access Center within the office space	



POSITION ANNOUNCEMENT

REQUIREMENTS:

- Demonstrated time management skills.
- Skilled in Microsoft Office.
- Must have ability to maintain absolute confidentiality and professionalism.
- Excellent verbal and written communication skills.
- Must be team oriented.
- Proficient in the English Language. Spanish, Creole and French is a plus.
- Knowledge of Sign Language is a plus.

QUALIFICATIONS:

- A Bachelor's Degree in Business Administration or the equivalent, AND at least four (4) years post-qualification work experience at the AS-1 level.

Salary Grade	AS-2
Date Published	December 15, 2022
Application End Date	December 29, 2022
Date to be Removed	December 29, 2022

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf](https://ub.edu.bs/Application-for-Employment-Staff.pdf) (ub.edu.bs));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Email Address: hrapply@ub.edu.bs
Subject: Coordinator I – Disabilities & Compliance
Attn: Vice President, Human Resources

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 Coordinator I – Disabilities & Compliance.