

ADA/504 Coordinator
Reports to Diversity & Inclusion
The University of Maryland

Position Summary/Purpose of Position:

The ADA/504 Coordinator is responsible for coordinating and monitoring the university's compliance efforts with the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; and other federal, state, and local laws pertaining to persons with disabilities and accessibility. This position will serve as the primary university point of contact for overseeing compliance, assessing and responding to accessibility concerns, and providing education and outreach to the campus and ensuring continual efforts for access and inclusivity in employment, instruction, virtual and physical environments and programs. The ADA/504 Coordinator will develop, implement, and manage the grievance protocols and procedures to provide fair and prompt resolution of complaints in accordance with applicable laws. As needed, this position will collaborate with the Title IX coordinator/OCRSM Director, facilities management, President's Commission on Disability Issues, human resources, public safety, and the University Counseling Center's Accessibility and Disability Services and other departments to ensure compliance efforts. This position will report directly to the Vice President for Diversity and Inclusion.

Minimum Qualifications:

EDUCATION AND EXPERIENCE:

Bachelor's degree in disability services, education or a related field; and five (5) years of experience working with current laws, regulations, and guidelines related to disabilities and accessibilities which includes two (2) years writing or implementing ADA/504 plan. Proven experience forecasting potential issues and proposing preventative actions. Demonstrated experience in counseling, training, negotiation and mediation.

OR

Master's degree in disability services, education or a related field, and three (3) years of experience working with current laws, regulations, and guidelines related to disabilities and accessibilities which includes two (2) years writing or implementing ADA/504 plan. Proven experience forecasting potential issues and proposing preventative actions. Demonstrated experience in counseling, training, negotiation and mediation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Americans with Disabilities Amendments Act (ADAAA), Section 504 of the Rehabilitation Act (1973), FERPA.
- Knowledge of various alternative formats and alternative technologies.
- Familiarity with a broad range of disabilities.
- Familiarity with equity, diversity and inclusion framework and best practices.
- Effective project management skills w/ the ability to manage multiple ongoing and/or new projects and activities in accordance with goals, best practices, and laws and regulations.