Title: Academic Counselor and Assistive Technology Coordinator

Function: Under the broad supervision of the Director of the Academic Success Center, will be responsible for both maintaining a caseload of students and for the coordination of assistive technology and alternate formats for student academic accommodations. Will also coordinate data management for the ASC. Functions as a team member of the Academic Success Center staff.

Description of Duties and Tasks:

1. Maintains a caseload of students, meeting with students one on one for advising, monitoring, academic counseling and assistance as assigned by the director and in accordance with Family Education Rights and Privacy Act (FERPA) and college policy.

2. Reviews learning disability documentation with the ASC director, communicates with students and faculty about accommodations; assesses the need for learning disability testing or ADD evaluation, and makes appropriate referrals.

3. Oversees assistive technology needs of students with disabilities, coordinating with CTS as needed. Provides training to students and acts as a resource to ASC staff, and the faculty and staff regarding assistive technology. Coordinates loans of equipment and software.

4. Manages the need for obtaining and/or producing learning materials in alternate formats and insures that the delivery is carried out in a timely way, for both traditional and online courses. Supervises student workers as needed.

5. Works with college communications and web services to maintain an accessible up to date ASC presence.

6. Maintains current working knowledge of disability law, emerging technologies, Universal Design, and developments in the field of higher education as it relates to students with disabilities and other at risk students.

7. Coordinates and maintains ASC data on a regular basis. Generates reports as needed.

8. Serves on the Academic Success Advisory Committee or other committees as assigned.

9. Under the direction of the ASC director, chairs the ADA Advisory Committee when it is active.
10. Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Masters degree in education, psychology, counseling, instructional technology or related field, plus two years of experience experience in student development, academic advising or counseling.

3. Strong communication skills with a diverse student population, their families, and all levels of college personnel. Ability to respond professionally to students who may be experiencing a high degree of distress.

4. Strong technical aptitude for and knowledge of relevant academic, administrative, and assistive technology. Must be able to troubleshoot (Mac and Windows) with students and collaborate with CTS on an as-needed basis.

5. Good organizational skills, attention to detail, and ability to maintain accurate student records.

6. Maintains current knowledge of civil rights laws and legal precedents such as the Americans with Disabilities Act, Section 504 and 508 of the Rehabilitation Act, the ADAA and other applicable laws and their application at the post-secondary level.

7. Team player with the ability to work both collaboratively and independently.

Position Code: ASC-LRN-2
Grade: 6
FLSA Status: Exempt