



Columbus College of Art & Design

Access Coordinator & Associate Academic Advisor

CCAD's advising department is looking for an engaged and responsible professional to join their team. The advising team is a highly collaborative and cohesive team, providing a range of high-quality services for our students. We are seeking a professional who can proactively engage students using their expertise to set students up for persistence and completion. We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable service and solutions that contribute to our success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce.

SUMMARY:

The Access Coordinator & Associate Academic Advisor is a dual-purpose role that will serve students in both an advising capacity and as the primary access coordinator for students with disabilities. The access coordinator component will support the Assistant Dean with ADA compliance and will execute the disability accommodations process for students. This includes the review of documentation, the co-develop of accommodations plans, implementing and enforcing accommodation plans and services such as proctored testing. This position will also provide academic-skills coaching to students with disabilities. The advising component focuses on providing holistic, developmental, and strength-based academic advising to undergraduate, degree-seeking students. In addition, this role provides guidance to students regarding the curricular requirements of select academic majors, responds to questions or concerns from students, and provides current and accurate information regarding academic policies and procedures. As a member of the CARE Team, this role will also supplement the Division's retention efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Access Coordinator (55%)

- Receive and process disability accommodation documentation; create individual student files for disability related inquiries; conduct intake interviews with students identifying as having a disability; determine and advise on appropriate steps to complete the accommodations process; interact with family members supporting the student
- Evaluate eligibility for reasonable accommodations under ADA and 504 of the Rehabilitation Act; develop individual accommodation plans with students; help students understand how to utilize their accommodations and mitigate the impact of their disabilities.
- Implement disability accommodation services (schedule and provide testing accommodations, generate and distribute instructor letters, schedule and track note takers, distribute class notes, answer questions about the accommodations process, etc.)
- Maintain confidential files and organization of students records related to disability accommodations
- Develop resource materials to address needs of faculty and staff; provide consultation and training to campus community on disability accommodation matters, including classroom and behavior management strategies
- Respond to faculty inquiries related to specific student accommodations; conduct classroom observations as needed; review fundamental requirement of courses as it relates to students' accommodations
- Support the Assistant Dean with responding to student complaints and inquiries related to the implementation of accommodation plans and other compliance related issues; maintain grievance policy and facilitate the procedure accordingly

- Counsel students on how to use assistive technologies such as: SmartPens, speech-to-text software, and audio-books.
- Provide academic coaching and success strategies to students in skill areas that include: organization, time management, and test-taking strategies; refer students to other resources as needed
- Assist Assistant Dean of Students for Support Services in conducting assessment and evaluation of Learning Support Office programs and services to measure the impact of interventions and support efforts, as well as to maintain standards of compliance pursuant to applicable laws

Advising (40%)

- Advises undergraduate students on degree requirements, course selection and registration, academic opportunities, major selection, academic policies and procedures, and campus resources; communicates with students' family members in accordance to CCAD policy
- Maintains a close working relationship with other college offices and student support services including: Admissions, Financial Aid, Career Services, Bursar, and Student Records
- Manages problems, concerns, or situations in regard to degree progress; advocates on students' behalf when appropriate
- Aids the Assistant Dean in monitoring degree progress and maintaining academic plans; participates in retention and persistence efforts through various initiatives and programs; develops intrusive outreach efforts with seniors approaching graduation, informed by data and best practices
- Coordinates various outreach efforts to engage students, promote community, and encourage persistence
- Assists the Assistant Dean with creating, facilitating, and administering informational advising workshops/sessions, new student orientation programs, and campus recruitment events
- Utilizes proactive outreach strategies to engage students in the advising process; this includes programs around campus, communication plans, promotional events, and new student transition events
- Assists students in completing the withdrawal process by conducting developmental exit interviews, processing all necessary paperwork and referrals
- Serves as an CARE Responder for identified student concerns; engages in outreach and follow up with students and faculty

General duties (5%)

- Serve on various committees and planning groups as directed by the Assistant Dean
- Periodically attend conferences and other professional development trainings to stay current on emerging trends and best practices in the field
- Perform standard clerical duties (filing, ordering, copying, faxing, mailing, etc.)
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Potential student employee (s) supervisory role.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.strong interpersonal skills

- Ability to adapt in a fast paced environment
- Demonstrated ability to coordinate multiple working tasks
- Ability to manage difficult situations regarding students and/or parents

- Ability to coordinate multiple projects simultaneously, and efficiently take direction
- Experience with *Microsoft Office Suite* required, *SCT PowerCampus* experience preferred.
- Experience with data entry

EDUCATION and/or EXPERIENCE

- Bachelor's degree or equivalent from four-year college required, Master's preferred; minimum of 2-4 years of experience in academic advising, disability services, or related field required with Bachelors
- Experience and understanding of student development theory a plus as well as having a background in art or design; understanding of ADA.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms
- The employee frequently is required to stand; walk; and use hands to finger, handle, or feel.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate, occurring in an open space with standard office equipment noise, as well as scattered conversation

COMPENSATION: This position is full-time, exempt, and year-round. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, PTO time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and free admission to the Columbus Museum of Art. CCAD and the CWC provide a flexible, creative workenvironment.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification.**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.