

**TITLE:** Disability Services Expert  
**DEPARTMENT/DIVISION:** NASNTI  
**REPORTS TO:** NASNTI Director  
**CLASSIFICATION:** Contractual, Part-time, Temporary  
**SALARY:** \$30/hour with up to 256 hours within three months

## **POSITION SUMMARY**

The Disability Services Expert will assist with the redesign of foundational Math courses to align with principles for Universal Design Learning and conduct interactive training workshops for faculty and staff across the institution to train them in best practices for supporting students with disabilities in an online learning environment.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES:**

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Works in a professional environment to ensure grant objectives are met in a timely manner under the general direction/supervision of the NASNTI Director.
- Collaborates with the STEM Chair and selected SSC Math faculty to revise and evaluate redesigned Math foundational courses.
- Documents and disseminates best practices for students with disabilities in an online classroom.
- Develops and implements a structured assessment mechanism for redesigned courses.
- Provides suggestions for professional development sessions and workshops for faculty to help them adapt to the new curriculum.
- Utilizes specific technological tools and platforms necessary for online course development and delivery.
- Assists in evaluation, data collection, and analysis of the revamped courses.
- Handles confidential information with tact and discretion.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge:**

- Bachelor's degree in counseling, human services, mathematics or related field of study. Master's degree preferred.
- Experience with Universal Design Language (UDL) and disability services highly desired.
- Experience implementing best uses and training others on using assistive technology/devices preferred.
- Prior experience in creating, delivering, and assessing professional development of college professors is highly desired.

### **Skills:**

- Excellent verbal and written communication skills.

### **Abilities:**

- Meet professional obligations through efficient work habits such as meeting deadlines and coordinating resources.
- Ability to present to small or large groups.

## **OTHER DETAILS:**

- Some travel may be required.
- Remote work is possible. Oklahoma residents preferred.

Application review will begin immediately. Salary is \$30 per hour with up to 256 hours within three months.

To apply, please send a cover letter, resume, copies of all academic transcripts, and three names and phone numbers of professional references to:

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

**and/or**

**hr@sscok.edu**

*SSC in an EEO employer committed to multicultural diversity. SSC participates in E-verify.*

*Posted July 24, 2024*