**University of Wisconsin-Madison**

**Access Consultant (A045560-STUDENT AFFAIRS/MCB/ADMINISTRATION)**

**Department:** McBurney Disability Resources Center

**Application Period Opens:** Oct 2, 2024, at 2:45PM CDT

**Apply By: October 31, 2024, at 11:55pm CDT**

**Job Number:** 306740-AS

**Job Summary:**

This position facilitates the provision of reasonable accommodations for university students with disabilities to ensure equitable access to the institution's programs, services, and activities. We view disability as an essential aspect of the diversity of UW-Madison and are committed to creating an accessible and inclusive educational experience for students. We also recognize that disability is one of many intersecting identities that students bring to our conversations and work. The Access Consultant employs an individualized and interactive process, communicating with University students, instructors, department administrators, and other student services staff to ensure accommodations are reasonable, appropriate, and comply with federal and state law and University policy.

This position conducts campus-wide training activities for students, faculty, and staff on disability, rights and responsibilities under the law, and best practices regarding reasonable accommodations and inclusive design in a post-secondary environment.

**Responsibilities:**

Facilitates the provision of reasonable accommodations for populations with disabilities to ensure equal access to the programs, services, and activities of the institution. Recommends and facilitates reasonable accommodations for populations with disabilities to ensure access to the physical, educational, and social activities of the institution.

* 30% Facilitates the interactive process in collaboration with populations with disabilities, students, instructors, and staff to determine reasonable accommodations
* 30% Conducts intake assessments, maintains current data records, and determines eligibility for disability services
* 25% Provides consultative services to staff regarding appropriate services and accommodations
* 5% Consults with clinician professionals to evaluate access needs and allocate resources
* 5% Provides information and resources regarding legal rights and responsibilities to populations with disabilities and their support systems
* 5% Assists in the development of programs and initiatives that promote awareness, sensitivity, advocacy, and competence in ensuring access for individuals with disabilities

**Education:**

Required

Bachelor's Degree in Rehabilitation Counseling, Counseling Psychology, Social Work, Special Education, or a related field PLUS years of successful, relevant experience.

Preferred

Master's Degree in Rehabilitation Counseling, Counseling Psychology, Social Work, Special Education, or a related field at the start of the position.

**Qualifications:**

* Direct contact and experience working with individuals with an array of disabilities.
* Basic understanding of federal and state laws regarding disability rights.
* Knowledge of disability rights and disability culture

**Salary:**

**Minimum** $59,400 ANNUAL (12 months)  
Depending on Qualifications  
The minimum starting salary for this position is expected to be $59,400.00 annually. Actual pay will be based on experience and qualifications. The position includes a comprehensive benefits package, including generous paid time off, competitively priced health, dental, vision, and life insurance, tax-advantaged savings accounts, and participation in the nationally recognized Wisconsin Retirement System (WRS) pension fund. For a summary of benefits, please see <https://www.wisconsin.edu/ohrwd/benefits/download/fasl.pdf>

**How to Apply:**

Visit our job posting at <https://jobs.wisc.edu/jobs/access-consultant-madison-wisconsin-united-states-995f50ef-9b99-4770-87ff-de0f9ddf4323>. To start the application process, please click on the "Apply Now" button. As part of the application process, you will be required to upload a current resume, a cover letter addressing your experience and qualifications related to this position, and a list with the contact information of at least three professional references. The application must be completed and submitted by the deadline (**October 31, 2024, at 11:55pm CDT)** to be considered for this position.