



*Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title:** Director of Academic Advising and Accessibility Services Coordinator

**Classification:** Twelve-month, full-time, exempt, benefits-eligible staff position

**Reports To:** Dean of the College

**Job Summary/Objective:**

Sweet Briar College invites applications for the Director of Academic Advising and Accessibility Services Coordinator. The incumbent will be responsible for the oversight and administration of the College's Academic Resource Center (ARC) and the Accessibility Services Center (ASC). The Director will meet with students regarding 504 accommodations and referral for associated testing, lead the interactive accessibility assessment process, work with faculty to provide reasonable accommodations in the classroom and learning environment, and collaborate with the college's 504 Officer. The Director will consult with departments in responding to individual inquiries concerning accommodations and barriers to access related to student and public programs; the digital environment; and campus events.

The candidate will work closely with the Dean of the College and Dean of Students to develop advising components of new student orientation, provide on-going training and assistance to faculty advisors, and serve as the primary contact regarding student academic challenges. The incumbent will hire student writing and subject tutors as well as lead skills and plagiarism workshops for students. The incumbent will also serve on retention and related committee that promote student engagement and academic achievement.

**Expected Work Hours:** Generally 8:30-5 p.m. Monday through Friday, but evening and weekend hours will be required throughout the academic year for programs and events.

**Supervisory Responsibilities:** Will hire, train and oversee student tutors, and approve bi-weekly timesheets.

**Work Environment:** Office and classroom.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**Required Qualifications:**

- Masters degree in education, higher education, disability studies, counseling, or an equivalent combination of education and experience;
- 5-7 years' experience in academic advising, student support, and disability services;
- A working knowledge of Section 504 and ADA with experience managing and evaluating disability and advising policy and processes within higher education
- Ability to manage confidential information with discretion
- Outstanding communication and writing skills; and
- Strong organization and supervisory skills

**Preferred Qualifications:**

- ADA 504 Coordinator certification

**How to Apply:**

Applications should be sent by email in a single PDF file to [advisingsearch@sbc.edu](mailto:advisingsearch@sbc.edu) and should include: 1) a [Sweet Briar College employment application](#); 2) cover letter; 3) resume; and 4) name, email and phone number for three professional references. Review of applications will begin immediately with a target start date of August 16, 2018.