



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

Disability Access Services and Tutoring Programs Coordinator

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit ocom.edu.*

We are seeking a dynamic **Disability Access Services and Tutoring Programs Coordinator** to join our team.

Position Summary

Under the general guidance of the Director of Student and Alumni Affairs, this position provides a number of essential functions within Student Services, including the management of student support programs, such as disability services, drop-in tutoring, and tutor subsidies.

Salary range for this position: \$37,500-43,500 DOE. This position is eligible for the OCOM employee benefits package, which includes medical and dental insurance, college-sponsored LTD/STD plans, paid holidays, PTO, and discounts in our on-site clinic.

Essential Functions

Tutoring Support Programs

- Manage Drop-in Tutoring Program: determine schedule per term, identify and hire potential tutors, advertise sessions, sign timesheets, track budget
- Manage Tutor Subsidy Program: approve referrals and tutor timesheets, track budget, educate faculty, TAs, and students regarding program rules and benefits
- Collaborate with the Director of Student and Alumni Affairs to assess student programs and meet students' needs
- Editing and approving student study guides in collaboration with faculty

Student Disability Services

- Meet with students seeking accommodations under ADA/Section 504 of the Rehabilitation Act of 1973
- Meet with students seeking accommodations for temporary or medical exemptions or adjustments to coursework
- Assess documentation to determine eligibility
- Work with students to determine reasonable accommodations
- Communicate with students quarterly to discuss each term's accommodations
- Inform faculty of approved accommodations
- Assist with faculty questions and concerns related to student disabilities
- Track Disability Access Services and Tutoring Programs budget
- Revise policies and procedures of Disability Access Services when appropriate
- Experience working with adaptive technology such as for reading (screen reading, text to speech),

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writing (speech recognition), note taking, etc.

- Keep current with Disability Access Services related laws, regulations, and technology

Assessment

- Work with Director of Student and Alumni Affairs to create and coordinate assessment of student services on campus — surveys, reports, goals, and benchmarks

Knowledge, Skills, and Abilities

- Familiarity with student development theories and strategies
- Understanding of laws and regulations related to Student Services and Disability Access Services
- Intermediate knowledge of general office software, specifically Microsoft Word and Excel
- Strong familiarity with Internet, Gmail, and Google apps
- Solid knowledge of OCOM curriculum and culture
- Strong organizational skills
- Strong attention to detail
- Strong communication skills, both written and oral
- Strong interpersonal skills
- Active listening
- Creativity
- Ability to compromise
- Ability to maintain firm boundaries
- Ability to work independently and manage projects

Required Education and Experience

- Bachelor's degree required; master's degree in a related field preferred
- Demonstrated knowledge of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Preferred Education and Experience

- Experience maintaining confidentiality
- Awareness of Risk Management in educational institutions
- Experience in coordination of Disability Services to students in higher education
- Experience working in administration in higher education
- Experience with customer or student service
- Experience with budget management preferred

To Apply

Send cover letter and CV (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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