

ADA (504)-Coordinator

1. Perform the ongoing campus compliance audit. Work with Task Force to identify areas for improvement.
2. Monitor plan implementation.
3. Update job descriptions as necessary.
4. Responsible for ADA issues. Document requests and remedies for accommodation requests. When necessary work with parties for equitable resolution of concern.
5. Monitor and update the plan as needed.
6. Coordinate employee and visitor assistance programs (student support services, Carl Perkins and locally funded assistance for persons with disabilities).
7. Responsible for compliance with ADA during the hiring process.