Student Development Specialist I

Job Code 00001011

General Description
Responsible for assisting students through special programs designed to meet constituent needs.

Examples of Duties
Determine appropriate accommodations for students with disabilities through medical and/or psychological documentation.
Assist students in accessing accommodations through counseling and coordination of academic support services.
Coordinate Office of Disability Services reading and testing programs to provide taped textbooks and alternative test administration to students with disabilities.
Perform intake interviews of students with disabilities and determine need for accommodations and support services.
Teach research-based compensatory strategies.
Provide awareness training on services for students with disabilities.
Provide academic advising.
Assist with the management of the SLAC lab and RHT.
Function as content expert/model tutor and faculty liaison with academic departments.
Oversee daily operations of SLAC online tutoring program and computer lab.
Advise and supervise the Student Volunteer Connection in programming, operations and philosophies.
Develop and implement Commuter Student Services programs and related events.
Advise and coordinate NTSO, CASO and SACA organization activities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: The 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act; psychoeducational and neuropsychological assessment instruments; cognitive processing models; learning disabilities, Attention Deficit Disorders, and traumatic brain injury; personal computers; disability database and adaptive computer technology; university policies and procedures; internet and website management; basic and advanced mathematics; remediation; campus services and resources; effective learning and teaching techniques; learning and physical disabilities; different culture’s writing and speaking styles; central Texas volunteer agencies.
Skill in: Preparing reports, memos, grant proposals, presentations, and flyers; working as a team member; giving presentations to large and small group; supervising the work of others; establishing a rapport with others; working under pressure; negotiating solutions for difficult situations; problem solving and decision making.

Ability to: Read and interpret neuropsychological and psychoeducational tests; analyze statistical research based information and design interventions; conduct personal interviews and consult with clients; explain policies and guidelines; conduct presentations; perform advanced math, analyze statistical research-based information and design interventions.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements