



POSITION ANNOUNCEMENT

Disability Resource Center (SSS-Disability) TRiO Program

- Position:** Education Specialist II, (Student Support Services – Disability); staff position - 9-month academic year plus two summer terms; reports to the Assistant Director of DRC program.
- Description:** Education Specialist II is responsible for providing academic support services for undergraduate students with disabilities. The Education Specialist will interview and register students with the DRC; monitor the academic success of their caseload; provide academic counseling, assist with access issues and use of assistive technology; maintain contact records and case notes. This position is responsible for hiring, training and supervision of peer tutors, the departmental newsletter, and assisting with the development and implementation of workshops and cultural activities. Other duties consist of attending departmental, divisional, and university meetings as required. Complete other projects and duties as assigned. Requires some travel for professional development and student trips. This position may require some time outside regular business hours for special projects and program events.
- Qualifications:** Master's degree required (education, psychology, sociology, rehabilitation, counseling or related field). Preference given to higher education experience in disability services provision, knowledge of Section 504 of the Rehabilitation Act and the ADA, assistive technology, experience managing a diverse caseload. Candidate should have strong interpersonal skills, excellent verbal and written communication skills; knowledge of office technologies and databases.
- Salary:** Contract is for the regular, nine-month academic year plus two (2) summer terms for an annual salary of \$31,500. The Student Support Services – Disability program is a federally funded grant program and is contingent upon continued funding.
- University:** Henderson State University is public institution offering undergraduate and graduate degree programs through the Matt Locke Ellis College of Arts and Sciences, the School of Business, the Teachers College, and the Graduate School. The University also offers a professional nursing degree program, the only aviation degree program in Arkansas, and pre-professional studies. A member of the Council of Public Liberal Arts Colleges, Henderson is located on an historic and beautiful campus midway between Little Rock and Texarkana on Interstate 30 and has an enrollment of approximately 3600 students. Additional information is available at liberal arts www.hsu.edu.
- Application:** a letter of application, resume, three letters of recommendation, and unofficial transcripts submitted to:

Education Specialist Search Committee
Henderson State University – P. O. Box 7594 -Arkadelphia, AR 71999

Selection process will begin November 17, 2009 and continue until position is filled.

Henderson State University is an affirmative action/ADA, equal opportunity employer. Women and individuals of color are especially encouraged to apply.