AUBURN
Human Resources

# Dir, Accessibility & Accommodations

Job Description

## JOB INFORMATION

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| Job Code | EB17 |
| Job Description Title | Dir, Accessibility & Accommodations |
| Pay Grade | HR14 |
| Range Minimum | $97,760 |
| 33rd % | $127,080 |
| Range Midpoint | $141,750 |
| 67th % | $156,410 |
| Range Maximum | $185,740 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 101 VP InstitutionalCompliance&Security |
| Approved Date: | 10/2/2026 12:22:50 PM |

## JOB FAMILY AND FUNCTION

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| Job Family: | Human Resources |
| Job Function: | Equal Opportunity Compliance |

## JOB SUMMARY

Directs Auburn University's accessibility and accommodations programs and serves as the ADA/Section 504 Coordinator. Provides leadership and oversight for compliance with the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act, the Pregnant Workers Fairness Act (PWFA), Title VII, Title IX, and other applicable federal and state laws related to accessibility, accommodations, and equal access. Oversees accommodations processes involving disability, pregnancy-related conditions, and religion for students, employees, applicants, and visitors. Provides institutional guidance, with oversight and coordination from Asst. VP of Equal Opportunity Compliance, regarding accessibility barriers, employment requirements, and other complex compliance matters involving equal access.

## RESPONSIBILITIES

- As the ADA/Section 504 Coordinator, develops and administers accommodations processes for employees, applicants, and visitors under the Americans with Disabilities Act, as amended, Section 504 of the Rehabilitation Act, and other applicable state and federal laws.
- Develops and administers accommodations processes relating to pregnancy and pregnancy-related medical conditions accommodations for students, employees, and applicants pursuant to applicable federal and state laws, including PWFA, Title VII, Title IX, and the ADA.
- Develops, implements, and delivers training and educational programs regarding non-discrimination and similar topics for ADA, accommodations, accessibility, pregnancy-related protections, religious accommodations, and other related civil rights compliance topics.
- Maintains confidential and secure records, databases, correspondence, documentation, determinations, and materials related to accommodations, accessibility services, and compliance activities.
- Collaborates with campus partners to support institutional accessibility and civil rights compliance initiatives relating to equal access and accommodations.
- Monitors developments in legislation, regulations, case law, and emerging best practices related to disability access, accommodations, accessibility, pregnancy protections, and religious accommodations.
- Develops and administers accommodations processes for employees, students, applicants, and guests seeking religious accommodations under applicable federal and state law, including the First Amendment of the U.S. Constitution, the Alabama State Constitution, Title VII, and Title VI.
- Assists with preparation of affirmative action plans, VETS-4212 filings, disability workforce reporting, and other compliance reports and related filings required by law or University policy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Juris Doctorate | is preferred. | | 4 years of | Higher Education Accessibility, Disability Services, Accommodations Administration, ADA/Section 504 Compliance, and Civil Rights Compliance.<br><br>Experience interpreting and applying complex federal and state laws, regulations, and guidance related to accommodations, accessibility, and equal access is desired. | Or |
| Master's Degree | Special Education, Higher Education Administration, Human Resources, Counseling, Psychology, Law/Civil Rights, or related field required if no J.D. | and | 7 years of | Higher Education Accessibility, Disability Services, Accommodations Administration, ADA/Section 504 Compliance, and Civil Rights Compliance.<br><br>Experience interpreting and applying complex federal and state laws, regulations, and guidance related to accommodations, accessibility, and equal access is desired. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, Titles VI, VII, and IX of the Civil Rights Act, the Pregnant Workers Fairness Act, and other federal and state laws relating to accessibility, accommodations, and civil rights compliance as applied to postsecondary education. | |
| Knowledge of reasonable accommodations, the interactive process, disability documentation review, essential job functions, technical standards, and undue burden assessments. | |
| Knowledge of digital accessibility standards and practices, including WCAG, Universal Design for Learning (UDL), and assistive technologies. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| | If a J.D. candidate, an active bar license is preferred. | | Desired | And |
| | Americans with Disabilities Act (ADA) Coordinator | within 1 Year | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Office and Administrative Support |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | 15 lbs |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
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| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.