



## Learning Differences Coordinator

**Location:** Erie  
**Department:** Learning Support Services  
**Reports To:** Academic Support  
**Full Time**  
**Classification:** Administration  
**Open Until Filled**

### SUMMARY

The Learning Differences Coordinator provides innovative services and support for students with learning, physical and/or sensory disabilities. The successful candidate will demonstrate knowledge of laws and policies related to disability and reasonable accommodations in post-secondary settings (i.e. ADA, section 504), and the ability to collaborate with students, families, faculty, staff, and mental/medical health providers in consideration for the best interests of both individual students and the University.

### DUTIES AND RESPONSIBILITIES

The primary responsibilities include the following; other duties may be assigned.

- Member of ADA committee: Evaluate medical and psychological diagnosis of student's abilities/disabilities, and requests for reasonable and appropriate accommodations.
- Facilitate the implementation of academic accommodations, services, and access to campus life for students with disabilities.
- Maintaining campus Accommodation Software through daily task management, review, and linking students with needed supports.
- Orienting and training staff on how to access and navigate AIM, LLC Accommodation Software
- Supervise and manage peer note taking services by addressing student note taking needs, recruiting notetakers, connecting notetakers to needs, and maintain compliance of notetaking accommodations.
- Managing testing center services through communication with students, professors, staff; organizing proctor availability, physical and virtual testing space, and maintaining exam integrity.
- Collaborate with faculty and staff in academic and administrative departments across campus.

- Provide one-on-one counseling with students to support their use of individualized learning strategies and accommodations to enhance academic success and personal growth.
- Maintain written records that document the student's individualized academic plan, approved accommodations, progress reports and student communication.
- Develop, review, and revise written policies and guidelines regarding procedures for determining and accessing reasonable accommodation.
- Offer informative workshops to faculty/staff to increase knowledge and awareness of learning disabilities, academic accommodations, compliance with legal responsibilities; as well as providing information of their rights and responsibilities to ensure equal educational access.

### **EDUCATION AND EXPERIENCE**

Master's degree in Special Education, Rehabilitation Counseling, Psychological Counseling, Higher Education, or related field, and at least 3 years of related work experience, preferably in higher education.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrate excellence in teamwork, exemplary written and oral communication skills, time management, interpersonal, and organizational skills.

This position requires:

- knowledge of disability accommodation practices and laws for higher education, sensitivity to the needs of students with disabilities with a service orientation, while maintaining strict confidentiality
- Experience with interpreting psycho-educational evaluations and supporting medical documentation to identify effective accommodation strategies for students with disabilities.
- Proficiency in Microsoft Office.
- Experience in, or willingness to learn, assistive technology.

### **WORK CONDITIONS**

Work environment requires the capacity to manage multiple priorities in a fast-paced, high service delivery.

### **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
 Mercyhurst University  
 501 East 38th Street  
 Erie, PA 16546  
[hinfo@mercyhurst.edu](mailto:hinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**