



VACANCY ANNOUNCEMENT

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**Director of Disability Services**

Office of Disability Services

Longwood University

Full-Time, Administrative & Professional Faculty, Exempt Position

**(#0FA006)**

Longwood University invites applications for a Director of Disability Services within the Office of Disability Services. The position assists the University in promoting an inclusive environment that is welcoming to diverse individuals, including individuals with disabilities. This responsibility includes determining and assisting the University community in providing reasonable accommodations for all students, visitors, and guests with disabilities.

**REQUIREMENTS:**

- Masters degree in a related field;
- Moderate level of professional experience in the field of disability services in a college or university setting.

**PREFERRED QUALIFICATIONS:**

- Knowledge of Section 504 of the Rehabilitation Act of 1973, the ADA, FERPA, HIPPA, and other federal and state disability policies and legislation;
- Substantial experience assessing documentation and requests for accommodation;
- Demonstrated ability to work with teaching faculty and administrative personnel to provide accommodations;
- Knowledge of Universal Design;
- Ability to communicate and collaborate effectively with multiple constituencies on and off campus.

Starting minimum salary \$50,000, commensurate with qualifications and experience. Position accompanied by exceptional Commonwealth of Virginia benefits. Screening of applications begins immediately and continues until the position is filled. Successful criminal background check is required.

Please submit a resume and letter of interest to the following address:

Human Resources  
Longwood University  
201 High Street, Suite 212  
Farmville, VA 23909  
Ph: (434) 395-2074 / Fax: (434) 395-2666  
Email: [humres@longwood.edu](mailto:humres@longwood.edu)