

# MAINE COLLEGE OF ART & DESIGN

## Assistant Director of Student Life - Accessibility Services

**Location:** Portland, Maine

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### About Maine College of Art & Design

Maine College of Art & Design (MECA&D) seeks a student-centered, collaborative, and highly organized **Assistant Director of Student Life - Accessibility Services** to join its Student Life team.

Located in the heart of Portland's vibrant Arts District, MECA&D is a nationally recognized college of art and design committed to fostering a diverse, inclusive, and accessible learning community. Through individualized support, cross-campus collaboration, and adherence to applicable disability laws, Accessibility Services advances student success, well-being, and persistence—both inside and outside the classroom.

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### Position Summary

The Assistant Director of Accessibility Services provides leadership, coordination, and direct student support to ensure equitable access to academic and campus programs for students with disabilities across undergraduate, graduate, and online learning environments. This role oversees accessibility and accommodation processes, facilitates the interactive process, and ensures compliance with applicable federal and state disability laws, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Working closely with students, faculty, and staff, the Assistant Director helps identify and remove barriers, implements reasonable accommodations, and supports student persistence, retention, and success. The role also contributes to

## MAINE COLLEGE OF ART & DESIGN

broader student success initiatives, serves as a case manager, and acts as a key institutional resource on accessibility-related practices and compliance.

Evening and weekend responsibilities may be assigned as needed. The position is cross-trained with Student Life colleagues to ensure operational continuity.

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### Key Responsibilities

#### Direct Student Support, Programs, and Training (approx. 65%)

- Manage accessibility and accommodation cases, including intake, documentation review, eligibility determinations, and accommodation planning
- Serve as a primary point of contact for students regarding disability-related access needs and concerns
- Support a student caseload through advising, mentoring, progress monitoring, and individualized interventions
- Facilitate the interactive process and mediate concerns among students, faculty, and staff
- Collaborate with Academic Affairs and Student Life colleagues on early-alert and retention initiatives
- Design, implement, and assess learning support and transition programs

## **MAINE COLLEGE OF ART & DESIGN**

- Serve as a case manager connecting students to campus and community resources
- Mentor assigned first-year students and support Pre-College and summer Student Life operations as assigned

### **Faculty and Staff Consultation, Training, and Support (approx. 25%)**

- Advise faculty and staff on reasonable accommodations and accessibility practices
- Provide training and consultation to promote accessible learning environments and universal design principles
- Coach faculty on implementing complex or individualized accommodations
- Coordinate with Academic Affairs to support timely access to course materials and auxiliary aids

### **Administrative, Compliance, and Program Support (approx. 10%)**

- Organize and facilitate accessibility-related training for faculty, staff, and student leaders
- Collaborate with campus partners to support institutional compliance across academic modalities
- Assess service utilization and student feedback to inform continuous improvement
- Advocate for systemic improvements related to access, equity, and student experience

## What We're Looking For

### Qualifications / Experience / Skills & Abilities

- Bachelor's degree required in Special Education, Rehabilitation Counseling/Services, Psychology, Social Work, Higher Education, or a related field; Master's degree in education, social sciences, higher education, social work, or a related field preferred.
- Three or more years of relevant professional experience in accessibility services, disability services, or student support within an educational setting; higher education experience strongly preferred.
- Demonstrated experience working with students with a broad range of disabilities, including learning, psychological, physical, and neurodivergent disabilities.
- Working knowledge of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and related federal and state disability regulations in a postsecondary environment.
- Experience facilitating the interactive process and determining reasonable accommodations in collaboration with students, faculty, and staff.
- Supervisory or program leadership experience preferred.
- Familiarity with student development theory, learning theory, and disability studies as applied in higher education settings.
- Demonstrated commitment to inclusive, student-centered practices and the ability to build collaborative relationships across academic and administrative units.
- Strong interpersonal, organizational, verbal, and written communication skills, with the ability to manage complex caseloads, navigate sensitive situations, and maintain confidentiality.

## MAINE COLLEGE OF ART & DESIGN

- Ability to manage multiple priorities, exercise sound judgment, and contribute to continuous improvement efforts in a fast-paced, student-centered environment.
  - Ability to adapt work schedules to an academic calendar, including occasional evening and weekend responsibilities.
  - Ability to perform the essential physical and operational functions of the role, including working at a computer; moving throughout campus and off-site locations; facilitating meetings and trainings; managing program materials up to 25 pounds; responding to time-sensitive situations; and performing these functions with or without reasonable accommodation.
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### What We Offer

This is a full-time, exempt position with a starting salary of \$55,000, commensurate with experience. Benefits include healthcare, dental, and vision coverage; life insurance; short- and long-term disability insurance; flexible spending accounts; a 403(b) plan with a 5% employer match; generous paid time off; and more.

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### Ready to Apply?

To apply, please submit the following materials as a single PDF to [employment@meca.edu](mailto:employment@meca.edu):

- A cover letter describing your interest in the position and alignment with Accessibility Services;
- A current résumé or CV;
- A list of three to five professional references, including at least one former supervisor.

## MAINE COLLEGE OF ART & DESIGN

Recognizing that no candidate will meet every qualification, we encourage individuals to apply if they align with many of the skills, experiences, and values described. Applications will be reviewed on a rolling basis until the position is filled.

Maine College of Art & Design is committed to fully including all qualified individuals. If a reasonable accommodation is required to participate in the application or interview process, perform essential job functions, or access other employment benefits, please contact Human Resources at [hr@meca.edu](mailto:hr@meca.edu).

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### Equal Opportunity Statement

Maine College of Art & Design is committed to fostering a welcoming and respectful environment where all individuals have the opportunity to succeed based on their talents, qualifications, and achievements. We uphold the principles of fairness, merit, and equal opportunity in our academic and professional community.

The College complies with all applicable federal and state non-discrimination laws and does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, physical or mental disability, ancestry, religion, genetic predisposition, familial status, receipt of a final protection order, veteran or military status, or any other characteristic protected by law. All qualified individuals are encouraged to apply, and selection decisions are made based on individual merit and institutional needs.