



Accessibility Specialist

Job Code: 8268

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for supporting students, faculty, and staff in ensuring an accessible educational environment for individuals with disabilities and implement best practices for providing and promoting reasonable accommodations.

- Assists students in addressing academic challenges and determining appropriate course placement or educational pathways
- Serves as a liaison with on- and off-campus offices to coordinate services and resources
- Maintains accurate records, including student files, inventory, personnel documentation, and other administrative materials
- Collects, evaluates, and interprets data to inform program development, guide decision-making, and respond to internal and external inquiries
- and programs
- Assesses student needs to inform the development and implementation of targeted support services and programs this includes providing individualized support through academic guidance, facilitation of support groups, and involvement with student organizations
- Works with colleagues to develop and implement best practices in accessibility and inclusive design
- Provides students with resources and referrals to appropriate campus and community services based on their individual needs
- Keeps current with national, state, and local disability laws, regulations, and best practices
- Engages in ongoing professional development to enhance knowledge and skills in disability service this may also include student meetings regarding accessible media
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

- Bachelor's degree from an accredited institution

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 1 year of related experience

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Familiar with the fundamental provisions of disability laws and regulations, including the Americans with Disabilities Act (ADA) and Section 504, and their general impact on educational environments
- Familiarity with best practices in disability services, accommodations, and universal design principles
- Knowledge of standardized testing procedures, assessment techniques, and the interpretation of assessments for determining accommodation eligibility
- Ability to interpret and apply disability laws, policies, and procedures to individual student cases
- Ability to work collaboratively and build partnerships across departments, institutions, and external agencies
- Strong interpersonal and communication skills to work effectively with students, faculty, staff, and external stakeholders
- Strong attention to detail and follow-through
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for documentation, analysis, and presentations
- Ability to adapt to changing priorities, manage multiple responsibilities, and meet deadlines in a fast-paced environment
- Ability to manage confidential records and student data with accuracy and discretion using electronic accommodation management systems

Working Conditions



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Primarily office-based with regular use of computers
- Occasional evening or weekend hours may be required for events, outreach, or urgent student needs
- Work involves access to sensitive student information and requires strict adherence to FERPA, HIPAA, and institutional confidentiality policies
- Occasional travel may be required for conferences, training, or professional development activities related to disability law, accessibility, or higher education

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