



Position Title: Student Affairs and Testing Accommodations Specialist
Department: Student Affairs
Reports to: Associate Dean of Student Affairs, Title IX Officer
Exemption: Non-Exempt, Year-round Full-time 40 hours per week
Location: North Naples, FL

Overview:

Ave Maria School of Law is far more than just a place to work. Rather, we are an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. It is a place where you will feel good about devoting your time and talents.

Essential Duties and Responsibilities:

Student Affairs

- Part of team involved with planning and executing orientation programming (new student welcome slides, on-site assistance).
- Oversee communication with incoming 1L class including maintaining the incoming class Canvas page.
- Provide administrative support to Associate Dean of Student Affairs such as organizing files and preparing letters.
- Prepare monthly credit card receipts and reimbursement requests for submission to the Finance Department.
- Maintain a general knowledge of campus-wide activities, and update event calendars.
- Liaise with internal departments for Student Organization event needs (IT, Facilities, Finance, Security, etc.).
- Assist when needed with the ordering process of food and beverage and external services for Student Organization presentations, meetings, and events.
- Process reports through the on-line purchase system (CashNet) for electronic payments of Student Organizations dues and event ticket sales and provide weekly/monthly reports.
- Part of team for planning and implementation of the Student Organization Fair (fall) and Mental Health and Wellness week (spring).

Testing Accommodations

- Collect and upload intake of forms requesting disability testing accommodations. Connect with the consultant when new forms are received.

- Oversee making updates to Accommodations forms, policies and procedures in student handbook as needed.
- Create a spreadsheet to keep track of all provisional or granted testing accommodations.
- Maintain contact with students to inform them about their testing accommodations.
- Administer all quizzes, midterms, or exams for all accommodated students which could include proctoring those exams.

Commencement Coordination

- Work with Associate Dean for Student Affairs in planning and executing all aspects of graduation weekend. This includes:
- Work with Associate Dean of Student Affairs on coordinating Baccalaureate Mass and Commencement venues and work with Dean's office on contract.
- Oversee communication with graduation class regarding the events.
- Manage fall and spring graduation fairs, arranging for photographer, and distributing and collecting forms from students.
- Order student and faculty regalia including graduation cords, coordinating with student and co-curricular organizations. Organize distribution and return of regalia.
- Work with Communications & External Affairs to update commencement pages on external website and preparation of graduate slide show.
- Oversee updating and printing Baccalaureate Mass and Commencement programs, working with outside vendor to print.
- Arrange for musicians and flag bearers; arrange for checks for payments to same and deliver.
- Arrange for transport of commencement materials to church and commencement venue and return to storage.
- On-site coordination of processions at Baccalaureate Mass and Commencement.
- Liaise with internal departments for Student Organization event needs (IT, Facilities, Finance, Security, etc.).

Job Qualifications:

Required

- Experience with event planning and implementation.
- Excellent oral and written communication skills and ability to work with a diverse student population.
- Excellent organizational skills and ability to meet deadlines.
- Accuracy and attention to detail.
- Ability to prioritize and manage multiple ongoing projects as well as track activities of various organizations and their members.
- Ability to work independently with minimal supervision and as part of a team.
- Openness and willingness to consider alternative ideas and suggestions.
- Critical thinking – identify and resolve conflicts, ability to foresee potential issues and find a solution.
- Daily problem solving and troubleshooting.
- Ability to work a flexible daily routine including occasional evenings and weekends.

- Demonstrated ability to learn how to use software programs.
- No lifting restrictions.

Preferred:

- Experience in higher education.
- Title IX certification.

Desired

- Bachelor's Degree
- Previous experience working in a Law School setting.

Software Knowledge

Required:

Excel, Word, PowerPoint,

Preferred:

Publisher, EMS (internal reservations), CashNet (online payments), Canvas, and Campus Labs.

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, religion, national origin, gender or gender identity, sexual orientation, age, disability, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.

Job Type:	Full-time position, 40 hours per week
Annual	
Compensation:	\$45K-60K (based on experience, education, and skill set)
Qualifications:	Prefer Undergraduate degree
Benefits:	All Ave Maria School of Law Benefits eligible immediately