

Disability Service

Title of Post: **Disability Officer (One Year Contract)**

Dublin City University is committed to facilitating people with disabilities as an issue of basic human rights and an integral part of its commitment to equality of opportunity in higher education. In pursuance of its equal opportunities policy for people with disabilities the University now wishes to appoint a Disability Officer. This challenging post involves the co-ordination of the University's support for students with disabilities, including admission procedures, accessibility, academic support, examination arrangements, preparation of funding submissions, and raising awareness of disabilities issues among staff and students.

Candidates for the post will require excellent interpersonal skills, possess a relevant degree qualification and have at least two years experience of working in the field of disability, preferably in a third level environment.

Reports to: Senior Disability Officer

Duties of the Post:

Among the duties of the post are the following:

- Co-ordinating the University's response to the philosophy of social and academic inclusion of students with disabilities;
- Meeting with and assessing prospective and current students' academic and learning requirements to enable full participation into College life;
- Liaising with applicants, programme boards and admissions personnel with regard to the current admissions procedure for students with disabilities;
- Liaising with faculties, schools and units to ensure that academic supports are readily available to students (e.g. lectures' notes, extra tuition, photocopying facilities etc)
- Arranging for the employment and supervision of suitably qualified persons to provide specific support services (e.g. note takers, experienced tutors, sign language interpreters etc.)
- Making appropriate arrangements with the Examinations Office and OSCAIL to facilitate students with disabilities;

- Liaising with Campus Residence Ltd. to ensure that appropriate arrangements are made for students with disabilities;
- Liaising with the Buildings and Projects Offices to ensure that necessary alterations and modifications are made in accordance with the University's "Design for All" philosophy;
- Preparing ESF funding submissions to fund equipment and support services for students with disabilities or other appropriate funding;
- Having overall day to day responsibility for staff within the Disability Service, ensuring that relevant University policies are adhered to, and informing the Head of the Disability Service accordingly.
- Providing ongoing support, training and information for University staff in all areas of the University on disability issues;
- Providing an information and advice service to second level students, parents, schools and outside organisations;
- Performing other duties as may be assigned from time to time.

Salary: €35,173 - €42,589

Closing date: 7 February 2003

For further information please contact:

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