



POSITION DESCRIPTION

Student Support Services Coordinator

The Student Support Services Coordinator oversees all aspects of accessibility and accommodation services, learning support, and wellness services at Sterling College. This 12-month, year-round position reports jointly to the Dean of Academics and Dean of Community and is based in Craftsbury, VT.

Responsibilities include:

The Student Support Services Coordinator has responsibilities relating to each of the three areas listed below, as well as some general responsibilities given at the end:

Accessibility and Accommodations

In this aspect of the role, the Coordinator serves as the College's 504 Coordinator, leading Sterling's ongoing efforts to operate in full compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities. The role includes:

- Coordinating and implementing Sterling's policies and procedures relating to students with disabilities;
- Chairing the College's Accessibility and Accommodations Team to lead the review of student disability documentation and accommodation requests;
- Ensuring prompt and equitable resolution of inquiries and complaints from students regarding discrimination on the basis of disability;
- Maintaining records of all disability and accommodation matters and the resolution of the same;
- Maintaining current information regarding applicable laws and regulations concerning the rights of persons with disabilities, the best practices of other small, experiential institutions of higher education, effective means of providing reasonable accommodations to persons with disabilities while maintaining program and performance standards;
- Communicating effectively, including by developing informational and educational materials to broadly disseminate information regarding College's policies relating to persons with disabilities in work, community and academics, as well as our broader aspirations to improve the accessibility of our campus and promote justice and equity for disabled persons.

Learning Support

In this aspect of the role, the Coordinator oversees the ongoing development and implementation of a comprehensive academic learning support program in collaboration with the Dean of Academics and Associate Dean of Academics & Director of Advising. The role includes:

- ~ Working individually with returning and newly admitted students each semester to assess and support learning and development, including development, coordination, and implementation of individualized academic support plans for students;
- ~ Assisting the Admission Office in talking about learning support structures at Sterling College with prospective students;



- ~ Facilitating advising and learning support professional development with faculty advisors, in collaboration with the Associate Dean of Academics, including an annual half-day training faculty retreat days; and
- ~ Coordinating relationships with off-site individual tutors as appropriate.

Wellness Services

In this aspect of the role, the Coordinator ensures Sterling has a full spectrum of wellness support services, and students have barrier-free access to healthcare when needed, in collaboration with the Student Life team. The role includes:

- Supporting and nurturing holistic wellness for students at Sterling College;
- Maintaining relationships with local health and wellness resources (e.g., Lamoille Health Partners, Planned Parenthood, VCIH, local counselors, VDH in Morrisville, Local Emergency Planning Committee in Newport, and others);
- Establishing new external partnerships with local health and wellness resources in order to meet the needs of the student body;
- Protecting patients/student confidentiality;
- Assist students with navigating College insurance plan;
- Maintenance and administration of a well-stocked Wellness Center to support students in accessing first aid and wellness supplies

Finally, the Student Support Services Coordinator will serve as a member of the College Councils and Committees as assigned; and introduce new students to all support services at Sterling during student orientation programs in Fall and Spring.

Qualifications

Requirements include:

- Master's degree plus at least one year of professional experience in higher education. Candidates with equivalent experiences are also encouraged to apply;
- Experience with ADA compliance and universal design in higher education;
- Excellent interpersonal, listening, writing, and organizational abilities;
- Ability and willingness to work as part of team as well as independently;
- Strong working knowledge of computer software (Google suite, Zoom, etc.), printing and scanning, and spreadsheet and database work generally. Knowledge of education technology, including learning management systems, and text-to-voice software is a plus;
- EMR, EMT, RN, LPN, or WFR or other healthcare experience preferred
- A personal passion for the delivery of experiential education to undergraduates to help build skills to create responsible, skilled, ecological thinkers and actors to create positive change.

Working Conditions & Physical Demands

This job will require an in-person presence in Craftsbury Common, Vermont, with the expectation of establishing strong working relationships with colleagues and students in the College's satellite campuses of Kentucky and Arizona. The job is primarily desk-based, although could involve regular collaboration with employees and students in many field based settings, including farm and forest. It will involve occasional evening and weekend hours.



The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Compensation

\$48-52,000

Application Instructions:

Please submit a resume, cover letter, and information for three references as a single PDF document to Favor Ellis, fellis@sterlingcollege.edu. References will not be contacted without candidate permission. Position remains open until filled, though all applications received by 15th July 2022 will receive full consideration.

Diversity Statement

Sterling College - its Board of Trustees and Faculty Council - has adopted a detailed ten-year [strategic initiative](#), with grant support, that is intended to better promote equity and inclusion across all of its academic programs and in all of the locations in which they take place. Sterling College acknowledges that the land on which its students, faculty, and staff gather is the traditional and unceded territory of the Abenaki and the Shawnee people. These words are offered as a reminder; we strive to match them with acts of respect and repair.

About Sterling College

Founded in 1958 in Craftsbury Common, Vermont, Sterling College advances ecological thinking and action through affordable experiential learning, preparing knowledgeable, skilled and responsible leaders to face the ecological crises caused by unlimited growth and consumption that threatens the future of the planet. Undergraduate enrollment is limited to 125 students. Sterling is home to the Wendell Berry Farming Program, the Wilderness Field Program, the School of the New American Farmstead, is accredited by the New England Commission of Higher Education, and is one of only 10 colleges and universities recognized by the U.S. Department of Education as a "Work College."

The College has received national attention for becoming the first Vermont institution to divest from fossil fuels and the third in the United States. Sterling has been recognized for its sustainability initiatives by Sierra Magazine and has earned a STARS Gold Rating from the Association for the Advancement of Sustainability in Higher Education.

Sterling College is an equal opportunity employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. Sterling College prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity or expression, or veteran status.