



**POSITION ANNOUNCEMENT  
ASSOCIATE DIRECTOR OF ACCESSIBILITY SERVICES**

***Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.***

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 11-month **Associate Director of Accessibility Services**, beginning on February 2, 2026. Compensation is competitive among the Council for Christian Colleges and Universities. The candidate will receive retirement contributions (subject to a waiting period, if applicable), generous holidays, and sick days earned on an accrual basis.

**Job Title:** Associate Director of Accessibility Services

**Start Date:** 2/2/2026

**Reports to:** Executive Director of Foundational Learning and Retention

**Department:** Academics

**Status:** Exempt – Professionals

**Position Overview:** The Associate Director of Accessibility Services is responsible for ensuring that the institution provides individuals with disabilities equal access by managing accommodations for qualifying students (in both the traditional and non-traditional programs), engaging in program effectiveness, ensuring compliance with requisite laws, providing training for faculty, staff, and administrators, ensuring accessibility of digital content, maintaining the Accessibility Services webpage, implementing applicable policies for students, staff, and the public, and being a liaison for accessibility resources. Key duties include intake, implementing support plans, training employees on accessibility, maintaining compliance, collaborating with the Testing Center, and staying updated on current trends concerning accessibility issues in higher education. The ideal candidate is a mission-driven leader with deep expertise in accessibility standards, assistive technology, and online education systems.

**Responsibilities for This Position Include (Essential Functions):**

- Conduct Intake Interviews with students as part of an interactive process to discuss accommodations assigned by MVNU and the accommodations implementation processes
- Process accommodation requests, documentation, deadlines, and outcomes for students
- Oversee the Testing Center Director and collaborate with the testing center for disability testing accommodations
- Define clear performance metrics for Accessibility Services and publish annual reports
- Develop analytics processes to identify trends and drive continuous improvement
- Coordinate the acquisition and installation of hardware and software to support accommodations

- Develop strong partnerships with faculty, staff, and campus colleagues to coordinate student support
- Design and deliver professional development on accessibility standards and inclusive design for faculty and staff
- Monitor federal and state disability law together with campus partners
- Regularly review and as needed, update policies and practices on the MVNU webpage to maintain compliance and support student access
- Conduct periodic surveys and focus groups to capture real-time feedback on accessibility services and academic support
- Collaborate with academic leadership, instructional designers, engineers, and student support teams to embed accessibility across the entire student experience.

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith and mission fit
- Demonstrated agreement with and vision for the stated mission, vision, philosophy, values, and goals of MVNU
- Bachelor's degree Special Education, Disability Studies, Higher Ed Administration, Educational Technology, or related field, or significant relevant experience
- Master's Degree Preferred
- Required 3-5 year of related work experience and/or training
- Strong organization and communication skills
- Self-starter with ability to work autonomously
- Ability to multi-task and prioritize workflow
- Excellent computer proficiency with Microsoft Office products required; Excel experience required
- Demonstrated ability in collaboration and teamwork
- Positive attitude
- Maintains confidentiality and appropriately handles highly sensitive material
- Ability to lift 25 lbs.

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.