Job Title: Community Services Specialist II, Disabled Students

General Description
Coordinates services for disabled students and acts as a liaison between the students and the University.

Examples of Duties
- Teaches academic seminars.
- Provides individual counseling for disabled students and reviews their progress.
- Monitors interns in all of their non-counseling responsibilities, such as the completion of quarterly academic reviews of students.
- Contacts students with individual needs.
- Conducts program intake interviews and coordinates advocacy, accommodations, referrals, counseling, and any other appropriate and necessary services.
- Increases faculty/staff awareness of the needs and rights of students with disabilities.
- Provides individual counseling to program students and attends weekly clinical supervision sessions.
- Attends conferences, seminars, workshops, and professional meetings.
- Promotes programs and recruits participants; performs statistical analyses to measure the effectiveness of the class.
- Explores community resources concerning the area of assignment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of policies, procedures, and laws.
- Knowledge of computer applications related to the area of assignment.
- Skilled and able to instruct disabled students.
- Skilled in effective communication and personal relations.

Minimum GSU Hiring Standards
Master’s Degree in Counseling or a related field and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.