

Position Announcement – FINAL

University of Washington Bothell invites inquiries, nominations, and applications for its next Director of Disability Resources for Students. This is an on-site leadership role.

A part of the University of Washington, creation of the UW Bothell campus was approved by the state legislature in 1989. UW Bothell is known for providing a student experience grounded in close relationships with faculty as researchers, teachers, and mentors — and the personalized support of staff dedicated to student success. Both faculty and staff have been recognized nationally for innovations in academic programming and support services designed to help students graduate on time and debt-free.

As a member of the enrollment management and student affairs (EMSA) division, the director leads the office of disability resources for students, providing strategic vision and oversight. The director provides guidance and consultation on services and accommodations for students and serves as a subject matter expert, educating those throughout the university on issues pertinent to universal design, disability access, and reasonable accommodations. The director of disability resources for students supervises two full time staff

The salary range for this position is \$95,000-\$105,000.

QUALIFICATIONS

A bachelor's degree and four to five years of experience working with models of disability in higher education settings, supervision experience, and extensive knowledge and understanding of the ADA, Section 504 of the Rehabilitation Act, and other pertinent federal and state laws that provide an accessible higher education experience for students with disabilities are required.

A master's degree in counseling, social work, psychology, human development, higher education, or another relevant degree is preferred. Candidates with experience working with MyDRS (AIM), SDB, EAB, DARS, and/or EARS, experience providing counseling services to students, and budget management experience are also preferred.

In addition to the qualifications stated above, key stakeholders identified the following capabilities and attributes of a successful candidate:

- Experience with leading and empowering a team to be effective leaders across the campus.
- Can work well with a small, relational campus where goodwill is currency.
- Ability to follow through on responsibilities and accomplish goals effectively, proactively, and efficiently.

- Possess strong communication skills, including public speaking, presenting, and influencing skills.
- Proven experience in working on equity and diversity initiatives within and across different constituencies.
- Demonstrated administration, management, and leadership skills, including policy development, strategic planning, and budget management.
- Ability to work effectively with colleagues in a complex team environment.
- Commitment to ongoing professional development in regional or national affiliations, which expand expertise, context, and world view.
- Capacity for institutional and systems thinking, and the ability to review policy and problems, and reimagine the best path to resolve issues.
- A team player and thought partner interested in a high degree of collaboration with the enrollment management and student affairs leadership team.

APPLICATION AND NOMINATION

University of Washington Bothell has selected Spelman Johnson, a leading executive search firm, to assist with leading this search. Review of applications will begin **March 24, 2025** and continue until the position is filled. Submit a resume and cover letter via:

<https://spelmanandjohnson.com/position/director-of-disability-resources-for-students/>

- Contact Julie Leos at jale@spelmanjohnson.com for confidential inquiries.
- Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895 or email info@spelmanjohnson.com.

Visit the University of Washington Bothell website at www.uwb.edu

University of Washington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, age, disability, or protected veteran status.