



**Job Specification**

**Job Title: Community Services Specialist. II-Disabled Students**  
**BCAT Code: 410X AT**  
**Pay Grade: G13**

**Effective Date: February 1, 2007**  
**Revision Date: March 1, 2006**  
**FLSA Status: Exempt**

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**General Description**

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

**Examples of Duties**

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

**Knowledge, Skills and Abilities**

- Knowledge of policies, procedures, and laws.
- Skill and ability in instructing disabled students.
- Skill in effective communication and personal relations.
- Knowledge computer applications related to area of assignment.

**Minimum GSU Hiring Standards**

Master's Degree in Counseling or a related field and two years experience; or a combination of education and 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.*