



**Job Specification**

**Job Title: Liaison for Regents Center for Learning Disorders**  
**BCAT Code: 400X BA**  
**Pay Grade: G16**

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

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**Job Description**

Responsible for coordinating activities related to assisting students with learning disability. These activities include, learning, accommodation, and personal development.

**Job Duties/Responsibilities**

- Plans, develops, and implements programs for students with learning disabilities.
- Assists campus disability coordinator in interpreting student assessment results.
- Provides quality assurance on developed programs and associated materials.
- Assists psychologist in screening and conducting follow-up sessions with students.
- Markets the services and informs constituents of the availability of learning disability assistance.
- Maintains a consistent and positive relationship with students with learning disabilities, as well as with their parents/guardians.
- Participates in research projects aimed at improving the situation of students with learning disabilities.
- Cooperates with admissions, enrollment, student services, colleges, and departments for students with learning disabilities.
- Routinely researches, develops, and implements alternatives for students with learning disabilities.
- Performs other management of information system security duties as assigned.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of office policies and procedures, education and support programs.
- Knowledge of basic computer operation and software (spreadsheets, word processors, databases, etc.).
- Ability to multi-task, pay attention to detail, exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

**Minimum Hiring Standards**

Master's degree and four years of related 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.*