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# Example of Access Coordinator Job Description

Our innovative and growing company is looking for an access coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for access coordinator

* The ability to understand statistical analysis is a necessity
* The coordinator will exercise independent judgment when meeting with students and parents and explaining services, accommodations, and other pertinent information in reading documentation and determining if classroom accommodations are warranted
* Problem solving is essential and may involve such decisions as the appropriateness of a requested accommodation
* Candidates must possess a documented ability to support students with disabling conditions by collaborating and partnering to build a network of resources across the university community
* Will work closely with Security Coordinators and Security Analyst
* Reviews diagnostic test results, discusses requests based on those results, and then works individually with students to formalize an accommodation plan
* Verifies insurance coverage and informs patients of what will be expected of them at the time of their appointment with regard to copays, deductibles
* Conducts authorizations and pre-certifications
* Keeps track of inventory, orders, and stocks supplies
* Responsible for the operation of the Access Services Department when the Manager or other Access Services Coordinators are absent

## Qualifications for access coordinator

* Bachelor’s degree in education, special education, psychology, rehabilitation, counseling or closely related field
* If currently an HSS employee, must have two or more years with exceptional job performance equivalent to scores in the top 2% of measureable categories
* Minimum of two (2) years experience in data base systems management
* Acts as the main campus contact during evening and weekend shifts, if assigned
* Provides assistance to patrons requesting library materials, services or information
* Checks out, or supervises the checking out, of print and non-print library materials following established procedures and using the automated circulation module