

**Student Health and Disability Resources Coordinator (Elternzeit Coverage, June - November 2026)**

Reporting to the Head of Student Life and Community Affairs, the Student Health and Disability Resources Coordinator will be responsible for supporting students with obtaining sufficient health care coverage; overseeing the disability accommodations processes for students; coordinating counseling services for students with off-campus partner; serving as the primary contact for students with health-related concerns. This a full-time 40 hour/week temporary position from June 1 - November 30, 2026.

**Responsibilities include:**

- Health and Wellness
  - Overseeing the mental health counseling services provided to students
  - Providing support and resources for navigating the German healthcare system
  - Creating resources for and establishing relationships with English-speaking health resources in and around Berlin, including mental, physical, and sexual health
  - Leading information sessions and workshops about health and wellness during Orientation and as needed throughout the semester
  - Maintaining the BCB health and wellness website with up-to-date resources and information
  - Overseeing the health insurance enrollment requirement for all students
  - Working closely with colleagues at Bard College to ensure a seamless transition in health care between institutions for study abroad students
  - Planning “Destress Fest” and other programming for students related to their wellbeing
- Disability Support
  - Reviewing and approving student disability accommodation requests
  - Working in conjunction with the Registrar’s Office to provide test proctoring assistance as needed during midterms and finals
  - Collaborating with the Equal Opportunities, Participation and Nondiscrimination Office on the areas which overlap between Accessibility and disability Accommodations
  - Attending faculty meetings to review the disability accommodations process
- Student Life
  - Serving in the professional staff on-call rotation, approximately 1 week every 5 weeks
  - Providing general office support, such as answering student questions, and participating in Student Life events and activities across functional areas
  - Participating in large-scale Student Life events such as Commencement, Orientations, Involvement Fair, and more.

**Position Requirements:**

The successful candidates will -

- Hold a Bachelor's degree or higher
- Demonstrate respect for diversity and commitment to shaping an inclusive university community
- Be flexible with work schedule as necessary including weekends and evenings
- Be fluent or near-fluent in German (feeling comfortable calling doctors offices or other health-related resources for students in German)
- EU work eligibility

**Position Preferred Qualifications/Experience:**

- Master's in higher education, student affairs, education, psychology, or related field
- Have a liberal arts background or a strong interest in liberal arts

To apply, please send a cover letter, CV, and names and contact information of 2-3 references to [jobs@berlin.bard.edu](mailto:jobs@berlin.bard.edu). The deadline for applications is 23 March 2026 and interviews of short-listed candidates will take place in mid-April. Queries can be directed to the Head of Student Life, Dr. Maria Anderson-Long, [m.andersonlong@berlin.bard.edu](mailto:m.andersonlong@berlin.bard.edu).