Center for Accessibility Resources & Disability Services (CARDS)

ORGANIZATIONAL CHART

**REBECCA SIME NAGASAWA**
Director
- Oversees all Institutional Accessibility Initiatives
- Oversees Departmental Strategic Planning
- Supervises all staff
- Represents department in various campus committees/work groups
- Provides training for faculty and staff
- Plans programming
- Caseload of ~200 students
- Coaching caseload of 10-12 students

**Sohira Idrees**
Administrative Assistant for Operations
- Schedules and coordinates all testing accommodations
- Follows up with faculty & students regarding test proctoring requests
- Coordinates all note-taking accommodations
- Collaborates with Operations Team

**Angeline Prendergast Santiago**
Senior Programs Assistant
- Supervises Student Interns
- Collaborates with the Operations Team
- Responsible for maintaining accurate disability records and reporting annual data to constituents
- Reviews all incoming documentation for adherence to guidelines
-Manages & maintains all office functions including budget requests, inventory, supplies, technology, and facilities. Responsible for all front-facing office functions.
- In absence of Director, maintains operational functions of CARDS Office

**Caitlin McGuire**
Associate Director
- Supervises three Graduate Assistants & one Test Proctor
- Collaborates with the Operations Team
- Coordinates partnership with Writing & Speaking Centers; provides disability training for Peer Tutors, Writing & Speaking fellows
- Caseload of ~200 students
- Coaching caseload of 12-15 students
- In absence of Director, maintains case management functions of CARDS Office

**Nicole Roderman**
Accommodations Coordinator
- Coordinates all housing accommodation requests throughout the calendar year
- Manages all emotional support animal requests
- Maintains the CARDS social media accounts
- Coordinates the CARDS Archive & Oral History Project
- Caseload of ~200 students
- Coaching caseload of 12-15 students

**Bailie Gregory**
Accommodations Coordinator
- Coordinates the CARDS Peer Mentoring program
- Edits and updates CARDS website as needed throughout the term
- Maintains all assistive technology spreadsheets and makes updates at the end of term as needed
- Schedules all real-time and post-production captioning requests
- Caseload of ~200 students
- Coaching caseload of 12-15 students

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**Operations Team**

**Student Worker**
- Delivers completed exams to faculty
- Answers phones as needed along with other clerical duties as assigned

**Graduate Assistant**
- Proctors exams in Testing Center
- Reviews uploaded weekly notes from note takers
- Trains students on Assistive Tech

**Student Worker**
- Delivers completed exams to faculty
- Answers phones as needed along with other clerical duties as assigned

**Graduate Assistant**
- Proctors exams in Testing Center
- Reviews uploaded weekly notes from note takers
- Trains students on Assistive Tech

**Test Proctor**
- Proctors exams as needed during midterms & finals