



RHODE ISLAND COLLEGE

DISABILITY SERVICES CENTER GRADUATE ASSISTANTSHIP (FULL-TIME, 20 HOURS PER WEEK) 2 POSITIONS AVAILABLE

Department: Disability Services Center: <http://www.ric.edu/disabilityservices/>
Reports to: Assistant Director of Disability Services

PRIMARY PURPOSE:

Assist with day-to-day clerical operations of the Disability Services Center (DSC) to support Rhode Island College students with disabilities. Provide direct service to students with disabilities to help them access the academic community at RIC. Serve as an advocate for students with disabilities and encourage students toward self-advocacy and self-determination

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Assist Disabilities Services staff with outreach to students with disabilities.
- Assist with arranging and implementing testing accommodations for students with disabilities.
- Respond verbally to walk-in and telephone requests for services and information.
- Assist in the preparation of disability accommodation request letters.
- Help create testing accommodation sheets for students testing in DSC.
- Monitor testing spreadsheet for accuracy of inputted information.
- Coordinate and track note taking accommodation process.
- Help with data collection and data entry for DSC.
- Assist with the creation of audio books/files using Kurzweil 3000 and preparation of electronic/digital book (pdf) files for students.
- Delivery and/or retrieval of documents, materials, or information within building or across campus.

QUALIFICATIONS:

The GA must be admitted to a graduate degree program at Rhode Island College: Psychology, Counseling, Social Work, or Education students are preferred. Other programs will also be considered when combined with relevant experience.

Candidates must be well organized, have the ability to relate well with a diverse student population and must communicate effectively, orally, and in writing. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is required. Interested candidates must be highly reliable and able to craft a schedule that is a **(20) hour** work week which will include two 8:30am-4:30pm shifts per week (Monday-Friday).

STUDENT OUTCOMES & CONTRIBUTION TO PROFESSIONAL DEVELOPMENT:

Students participating in the Disability Services graduate assistantship will learn about the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and how they are applied to develop services and support for students in a postsecondary education setting. Students will also cultivate personal problem solving skills, interpersonal skills, gain experience working with Assistive Technology software, learn about disability access and inclusion, have the opportunity to work with a diverse student population and participate in professional development (a local conference and webinars) related to best practices in the field.

TO APPLY: E mail application, resume, cover letter and two professional references to Karley Batalon: kbatalon@ric.edu