



## RHODE ISLAND COLLEGE

### **DISABILITY SERVICES CENTER GRADUATE ASSISTANTSHIP- FULL-TIME, 20 HOURS PER WEEK 1 POSITION 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 Disability Services staff with outreach to students with disabilities including proofreading and inspecting documents and student-facing materials used for outreach.
- Respond verbally to walk-in and telephone requests for services and information from students, faculty, staff, families and others. Take accurate messages regarding complex inquiries to refer to the appropriate DSC staff.
- Learn and utilize Accommodations Information Management (AIM) cloud-based software system to track student records and complete data entry
- Schedule and implement testing accommodations for students with disabilities, create testing accommodation forms, and proctoring exams as needed
- Operate a computer and other office equipment (copy machine, fax, printer) consistently to prepare disability accommodation request letters within specific templates.
- Coordinate and track note taking accommodation process.
- Assist with converting materials into alternative formats used by students with sensory disabilities.
- Deliver and/or retrieve of documents, materials, or information within building or across campus.

#### **QUALIFICATIONS:**

The GA must be admitted into 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. To be eligible for a Full Time GA position, students must be considered by the College as having full-time status with a **minimum of six credits** each semester.

Candidates must be well organized, customer-service oriented/student-centered, have the ability to work 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 fully in-person 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 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 cultivate personal problem solving skills, interpersonal skills, learn about disability access and inclusion, assistive technology, and have the opportunity to work with a diverse student population. GAs participate in professional development (local workshops and/or webinars) related to best practices in the field.

**TO APPLY:** E-mail **application, resume, cover letter** and **list of two professional references** to Karley Batalon, Assistant Director of Disability Services: [kbatalon@ric.edu](mailto:kbatalon@ric.edu)