Office for Students with Disabilities Graduate Assistantship

Department: Office for Students with Disabilities

G.A. Position: Graduate Assistantship

Supervisor: Carla Hradisky-Coffelt-Interim Director

Job Description - Graduate assistant will assist the Director, Office for Students with Disabilities, in the coordination of support services for students with disabilities and other duties as assigned.

Job Functions/Responsibilities

• Supervisor student employees who assist in daily office duties and help proctor exams.
• Supervise and provide training to student volunteers who provide reading and note taking services for students with learning disabilities and visual impairments.
• Update files and folders of all students utilizing the services of the Office for Students with Disabilities.
• Organize and maintain 504/ADA student files.
• Provide training sessions on computers equipped with Zoom Text 9.0 and Kurzweil.
• Assist in proctoring exams.
• Order material
• Coordinate distribution of PDF files.
• Prepare a monthly report of duties and activities.
• Record student payroll hours.
• Xerox texts and other materials.
• Assist with general office duties.
• Update ADA and 504 booklets monthly.
• Other duties as assigned.

Must be able to operate the following equipment and software: Fax, Xerox, Microsoft Word, Power Point, Excel, Mainframe, Internet/E-mail
### Desired Qualifications

Prior work experience with individuals with disabilities or other related experience. Must have excellent communication and leadership skills and the ability to work independently.

### Graduate Student Outcomes

- Extensive knowledge of ADA (The American with Disabilities Act)
- Supervisory experience and skills
- Time management skills
- Computer skills using Microsoft Excel (monthly data reports)
- Communication skills with different populations such as students, faculty, administrators and parents.
- Research and investigate information regarding technology for a variety of disabilities
- Develop a high level of professionalism
- Communication with textbook publishers

### Appropriate SRU Graduate Majors

- Special Education
- Counseling
- Student Affairs in Higher Education

### Supervisor’s Expectations

Must be highly professional at all times and maintain confidentiality of all records, conversations and written correspondence.

### Supervisor’s Address

105 University Union Slippery Rock University
Slippery Rock, PA 16057
United States

### Phone Number:

(724) 738-4877

### Fax:

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