

## **Center for Academic Success –Student Accessibility Resources Graduate Assistant**

### **Terms:**

This position is a twenty (20) hours per week, at will position. The anticipated pay is \$10.25/hour. This position is eligible (depending on funding) to work up to 47 weeks for the first year (August-July) and 33 weeks for the second year (August-May). The candidate will need to meet eligibility definitions of the University of West Florida Graduate Assistant Handbook. The position begins August 2018 with a maximum duration of two years (August 2018-May 2020). The work hours will be dependent on applicant availability and will be determined in coordination with the Center for Academic Success/Student Accessibility Resources prior to applicant selection. Hours of availability will need to be within the operating hours of 8:00am-5:00pm Monday-Friday as well as some evenings and Saturdays (scheduled in advance). A 50% tuition waiver will be requested for each semester but is dependent on funding/approval and is not guaranteed. Graduate Assistants must work a minimum of 200 hours during the summer semester (May-August) to be eligible for a summer tuition waiver if available.

### **Primary Duties and Responsibilities:**

This position is open for a graduate student interested in gaining experience with working in a student accessibility resources office within higher education and supporting students with disabilities.

- Research Theory and Techniques of working with students with disabilities
  - Graduate Assistant will research and become familiar with theories, laws, and best practices which support students with disabilities within higher education
- Research Current Trend or Issue in Student Accessibility Resources
  - In conjunction with a Student Accessibility Resources staff member, the graduate assistant will pursue research related to supporting students with disabilities and prepare an evaluation of the current program with suggestions for implementation of research findings
- Oversee Notetaking Support Services
  - Facilitate Notetaking Support services for students registered with Student Accessibility Resources
  - Train, supervise, and evaluate performance of student notetaking staff
  - Manage assistive technology accommodation requests.
- Accommodated Testing Support
  - Coordinate testing accommodation needs for students
  - Assist with proctoring of accommodated exams within the Testing Services office
- Assessment:
  - Graduate Assistant will supervise the collection, organization, and analysis of data as part of the unit's overall assessment plan
  - Develop reports related to assessment activities as appropriate
- Academic Support Projects
  - Assist with development of program policies, procedures, and training
  - Special projects or assignments based on the office's needs and the student's interests (including representing at information fairs, workshops, and training sessions)

**The purpose of this assistantship is to (Learning Outcomes):**

Through employment with Student Accessibility Resources, graduate assistants will be able to demonstrate the following:

- Develop skills and knowledge applicable to higher education student support services
  - a. Theories and practices
  - b. Organization, communication, leadership, attitudes, skills, and behaviors
  - c. Application of student development theory to practice
  - d. Program assessment and research skills
- Experience with training and supervising student notetaking staff.
- A better understanding of the academic needs of students through accommodated services offered by Student Accessibility Resources.

**Qualifications:**

- Must be enrolled as a degree-seeking student in a UWF graduate program and maintain good academic standing.
- Must register for, and complete, 6 credits of course work per semester (fall, spring, and summer) or be registered for thesis credit.
- A graduate student in the College Student Affairs Administration program will be a preferred candidate for this position.
- Demonstrated effective communication and interpersonal skills (including the ability to present to small and large groups)
- Knowledge of basic computer and web applications (i.e., Word, Excel, email, Google Suite, etc.)
- Knowledge of the Internet, the library system, and databases
- The ability to work effectively in a fast-paced, team oriented environment and the ability to organize work time and manage projects independently

**Orientation/Supervision:**

Orientation will be held the first week of work where an overview of the graduate assistantship policy as well as expectations and responsibilities of the position will be reviewed. The graduate assistant will be given continuous feedback and guidance by the Director of Student Accessibility Resources and other staff through regular one-on-one meetings.

**Contact:**

The application materials should be directed to:

Dr. Tina Likovetz

Director

Student Accessibility Resources

Center for Academic Success

University of West Florida

11000 University Parkway

Building 21/Room 110

Pensacola, FL 32514

850-474-2387

[uwf.edu/success](http://uwf.edu/success)