Graduate Assistant for Office of Accessibility Services (OAS)

Nationwide, students with disabilities make up approximately 10-15% of all students in the post-secondary educational environment. Federal law requires that colleges and universities provide reasonable accommodations and modifications for students who declare a disability that impacts their functioning in class and on campus. Because each department and staff person on a college campus is responsible for ensuring compliance with these federal laws, a Graduate Assistantship within the Office of Accessibility Services (OAS) will prepare graduate students to manage accessibility-related issues in a variety of campus environments. More important than federal law, however, is ability as a social justice issue requiring access, inclusion and equity of and for people with disabilities. The experience will provide challenging and diverse opportunities to interact with students, study the legal mandates involved in the field, and learn the day-to-day operation of a busy Student Affairs office. Students will also experience how the issue of disability interacts with the University community as a whole.

The Office of Accessibility Services at Medaille College seeks a Graduate Assistant for the 2020-2021 academic year to work collaboratively with the Coordinator of Accessibility Services to develop, execute and assess academic programming for the office. The primary role of this assistantship is to assist the Coordinator with implementing projects that increase student, staff, and faculty education and outreach in regards to accessibility in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 2008. This position is a twenty-hour per week graduate assistantship, scheduled over at least 4 out of 5 days, reporting to the Coordinator of Accessibility Services.

Duties and Responsibilities:

- Participate in prospective student visit and orientation days providing information about access, inclusion and accommodations for students with disabilities
- Collaborate in the creation, planning and execution of programming activities and events that will focus on education around accessibility issues in higher education.
- Assist with marketing and publicity for office events and outreach groups.
- Proctor examinations for students that are receiving Testing Accommodations in the Academic Success Center (i.e. test reading, scribe, etc.)
- Provide referrals to other support services when appropriate.
- Assist with the coordination of events sponsored or co-sponsored by the office.
- Assist with the creation and delivery of online services using best practices.
- Collaborate with other offices under the Academic Success Center with achieving strategic goals and engaging other members of the Academic Success Center staff.
- Attend and participate in regularly scheduled staff meetings, retreats, and professional development opportunities.
- Represent the Office of Accessibility Services at campus events and programs.
- Perform other duties as assigned.

Qualifications:

- Possess Bachelor’s degree from an accredited college or university.
- Candidate must be a full-time graduate student within a graduate program while holding the position. Enrollment in a graduate program in Higher Education Administration is preferred but not required.
• Successful candidates should demonstrate effective communication and advocacy skills, ability to present materials to groups in workshop setting, and have knowledge of Microsoft Office Suite software, the Internet, and other technology for students.
• Ability to comfortably interact with a diverse population of students, faculty and staff
• Attention to detail and the ability to focus for long periods of time
• Excellent written and oral communication skills, including the ability to read aloud and act as a scribe or reader, as needed
• Adherence to university-required confidentiality rules, (i.e., FERPA)
• Applicant will uphold University rules and regulations and guidelines listed within the Student Code of Conduct
• Candidates should be attentive and detail oriented.

Compensation:
Compensation for this position is a $9,000 stipend, pro-rated over a ten-month contract. Professional Development opportunities are available via a developed personal development plan with the Coordinator of Accessibility Services.

About Medaille College & Accessibility Services:
Medaille is a growing, private, four-year, liberal arts-based college in Buffalo, New York, serving the educational needs of traditional and non-traditional students in Western New York and Southern Ontario through a variety of undergraduate and graduate programs (https://www.medaille.edu/).

Medaille College, in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 2008, recognizes the need to provide an environment that does not discriminate against persons with disabilities. The Office of Accessibility Services (OAS) was created to specifically answer the needs of our students with disabilities (https://www.medaille.edu/student-services/accessibility-services).

A resume, cover letter, and three (3) references with contact information should be electronically submitted to Spencer Cottman at stc82@medaille.edu with “Graduate Assistant Position” in the subject heading.