

**Graduate Assistantship
Job Description**

Department/Program	Supervisor
Special Programs Assistant – Disability Resources Academic Achievement Center	Professional Staff Member

Duration of Position	Hours per Week
9 Months	20

Responsibility/Duties:

1. Provide students with information on disability issues and college policies and procedures.
2. Provide one-on-one and small group academic support services and training for students with disabilities in collaboration with Disability Resources staff, academic achievement center staff and other administrative offices.
3. Coordinate scheduling of examinations, assigning of proctors, and scribes as needed. Communicate with students and professors to facilitate administration of exams and return of exams to professors.
4. Actively recruit, train, assign, and supervise students to serve in peer support roles, including note takers, mentors, readers, scribes and aides.
5. Serve in a leadership capacity at the Pre-College Workshop (PCW). Assist in the design and implementation of pre-college and new student orientation programs for students with documented disabilities.
6. Co-advise the undergraduate student organization, Students Accepting A Challenge (SAAC).
7. Assist with maintenance of files.
8. Maintain supply of office forms, and publications.
9. Assist in the development of disability awareness and advocacy building on and off campus.
10. Assist as needed with Orientation/Registration Program including preparation of student records, testing, and advising.
11. Assist the Disability Resources staff with other project and duties as needed.

Skills Needed/Preferred:

1. Bachelor's degree required.
2. Matriculation into a graduate degree program at Bridgewater State College required.
3. Experience with a disability or with individuals with a disability is an asset.
4. Energy, enthusiasm, self-direction, patience and the ability to relate effectively with others are important personal attributes.
5. A flexible work schedule is preferred.

Submitted by: _____

Department/Program: _____

Date: _____