

**Graduate Assistantship
Job Description**

Department/Program	Supervisor
Technology Assistant-Disability Resources Academic Achievement Center	Professional Staff Member

Duration of Position	Hours per Week
9 Months	20

Responsibility/Duties:

1. Oversee the Disability Resources adaptive laboratory. Monitor computers and peripheral equipment for working order. Report malfunctions or repair needs to IT department.
2. Coordinate maintenance, updating of software and/or adaptive equipment with IT department.
3. Enhance knowledge of assistive technology through review of training materials, attendance at training conferences, etc.
4. Provide one-on-one and small group training in the use of adaptive technology to enhance the academic experience of students with disabilities.
5. Maintain Disability Resources office website.
6. Assist Coordinator with identification of students' needs for alternative formatted materials, provision of such materials to students through contact with publishers/providers of materials or through in-house preparation including digital, Braille, audio files and enlarged print.
7. Assist with coding of disability data and maintenance of files.
8. Assist as needed with Orientation/Registration Program including preparation of student records, testing, and advising.
9. 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, preferably in Computer Science, Instructional Technology, Special Education or Counselor Education.
3. Strong experience with use of technology in education.

4. Experience with a disability or with individuals with a disability is an asset.
5. Energy, enthusiasm, self-direction, patience and the ability to relate effectively with others are important personal attributes.
6. A flexible work schedule is preferred.

Submitted by: _____

Department/Program: _____

Date: _____