

DISABILITY SUPPORT RESOURCES
GRADUATE ASSISTANT
Campus Links

Position purpose: To provide administrative and advisory support in the supervision of the Campus Links residential and non-residential programs for students with ASD.

RESPONSIBILITIES

- Coordinate peer mentor activities and programming
- Monitor Blackboard site
- Assist in collection of assessment data from Blackboard
 - Data collection, analysis, report preparation
- Advise students on appropriate accommodations in consult with their DSR advisor
- Assess and refer students on time management and study skills needs
- Serve as liaison between students and major departments
- Co-facilitate workshops/presentations such as individualized/group sessions on study skills, time management, study skills, test anxiety, and organization
- Attend all staff meetings and training sessions
- Meet with your supervisor on scheduled appointments
- Compile reports of student's progress with goals and learning objectives.
- Support the development of appropriate study strategies and new resources
- Contribute to the DSR mission and services when necessary
- Provide support for departmental and divisional projects as needed
- Manage monthly newsletter for students registered with DSR
- Collaborate and organize events for Inclusion and Accessibility Month (October)
- Present on aspects of Campus Links and DSR to the campus community
- Coordinate mentor/mentee training and orientation
- Facilitate the recruitment for and promotion of the Campus Links program

QUALIFICATIONS:

- Degree seeking status in related program, such as Education (M.Ed.), College Student Affairs Leadership, Masters of Social Work (M.S.W.), Masters of Public Administration (M.P.A.) or any other related field of study.
- Good organizational skills; detail oriented.
- Ability to handle multiple tasks.
- Ability to work with a variety of individuals across campus and work in a confidential manner with regards to students' records.
- Experience in word processing, database systems, and spreadsheets.

APPLICATION PROCESS:

Applicants must submit the following items:

- Applicants must submit a cover letter outlining their interests in this position.
- Resume
- References

Applications are accepted on a rolling basis and interviews will be conducted until the position is filled.

Submit materials to:

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