**Disability Support Resources Graduate Assistant**

Title: Graduate Assistant for the Disability Support Resources (DSR) Campus Links program

**Terms:** This assistantship position will be a full-time (20 hour per week) position. Anticipated start date would be 8/26/2022 and end 4/28/2023. A stipend amount of $4000 per semester will be provided to the selected candidate along with a tuition waiver of 18 credit hours (Fall-9, Winter-9) for graduate coursework.

**Responsibilities:**

Campus Links Program Management (55%)

* Coordinate peer mentor activities and programming.
* Monitor the Blackboard site.
* Co-facilitate workshops/presentations such as individualized/group sessions on study skills, time management, study skills, test anxiety, organization, and art and dance therapy.
* Compile reports of student’s progress with goals and learning objectives.
* Assist in the collection of assessment data from Blackboard
* 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.

Supervision of Peer Mentors (20%)

* Meet with Peer Mentors individually on a monthly basis.
* Provide direction and conflict resolution as appropriate.
* Monitor that Peer Mentors are completing program requirements.

Record Keeping/Administration (10%)

* Support the development of appropriate study strategies and new resources.
* Keep confidential records of student appointments and next step advising through DSR Access database/recordkeeping.
* Compile reports of student’s progress with goals and learning objectives.
* Maintain Peer Mentor journals and distribute to DSR advisors and director.
* Perform weekly audits on the dining card Peer Mentors use to take mentees out to eat on campus.

Personal and Professional Growth (10%)

* Attend all staff meetings and training sessions.
* Meet with your supervisor on scheduled appointments.
* Contribute to the DSR mission and services when necessary.
* Attend MI-AHEAD meetings with staff members.
* Attend conferences for higher education and disability/Americans with Disabilities Act (A.D.A.) education.

Intake and Advising Appointments, Referral (5%)

* Advise students on appropriate accommodations in consult with their DSR advisor.
* Assess and refer students on time management and study skills needs.
* Shadow DSR advisors in appointments.
* Review student documentation for requests of services.
* Responsible for referrals to correct departments.

Serve as liaison between students and major departments.

**Student Benefits:**

The student will gain knowledge by overseeing several High Impact Learning experiences that the Campus Links participants are involved in, such as Make a Difference Day, M.L.K. Day of Service, Laker Experience Days, and various events that teach life skills to students with Autism Spectrum Disorder.

Students learn the importance of this office on campus and the benefits offered to those in need. DSR collaborates with many other departments such as housing, athletics, and student services offices. DSR services are also offered to faculty and staff.

A graduate assistantship is an important experience for an individual who wishes to develop a career in student affairs or to work with people who have disabilities because they will gain knowledge of laws from the A.D.A. and the Office of Civil Rights. Graduate Assistantships provide the foundation for developing appropriate skills and for gaining relevant career experience needed to be viable in today’s job market. Twelve competencies have been identified as important goals for students. These competencies are formally developed with a learning contract over the two-year course of study by the graduate assistant and the supervisor:

* Administration
* Advising, Counseling, and Consultation
* Assessment/Outcomes
* Communication
* Diversity
* Ethics
* Leadership
* Research
* Sustainability
* Technology
* Theoretical/Foundations
* Transitions/Wellness

**Qualifications:**

* Degree-seeking status in the 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.

**Work Station:**

The graduate assistant will work at a desk in a cubical that is in the main office of the Disability Support Resources on the 2nd floor of The Blue Connections building. All necessary office equipment, computers, laptops, office supplies, etc. will be provided for this person.

**Orientation:**

The graduate assistant will be provided with ongoing training and shadowing opportunities. They will meet with all staff during their first week of orientation to learn about their job duties and responsibilities. They will take part in observing a training that is provided to new and returning Campus Links students and parents, and will also shadow various advisor’s student appointment to get a sense of various advising styles.

**Supervision:**

The graduate assistant in this position will be supervised by the Sr. Program Advisor in coordination with another D.S.R. academic advisor who oversees certain components of the Campus Links program.

Graduate assistant students are upheld to Learning Outcomes. These outcomes are addressed through the Learning Contract and twelve professional competencies are discussed and facilitated between the graduate and supervisor. In the first year, the graduate demonstrates the use of the developmental theory to understand student learning, knowledge and administrative functions as they relate to higher education.

In the second year, the student will demonstrate the knowledge and skills necessary to design and effectively evaluate educational interventions for individuals and groups. They will also be able to critique an evaluation as well as design, conduct, and report on a research project, assessment study, or program evaluation, grounded in the appropriate literature.

D.S.R. supervisors will also observe the graduate assistant through communication (interactions between students, staff and colleagues), productivity (completion of files and input of records into Access database) and ability to communicate effectively and efficiently to students about DSR services.

Since evaluation is a supportive process that will help the student identify strengths and challenges in the assistantship duties, feedback will be provided to the student in the form of regular feedback and performance evaluation. A learning contract will be used to help the graduate assistant identify skills as found in the content of the essential learning outcomes of critical thinking, civic responsibility, ethical reasoning, foundations and skills for lifelong learning, integrative learning, and intercultural knowledge and competence. These skills are essential for the growth and development of the graduate assistant both personally and professionally.

**Selection Process:**

Students will apply by submitting a letter of interest, and a resume that includes professional references. These materials will be emailed to the contact listed below. Applications will be reviewed, personal interviews will be conducted along with reference checks. There will be a committee of D.S.R. staff that will review and make a final decision.

**Contact information:**

Jason Osborne, Sr. Program Advisor

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616-331-2490 – [osborjas@gvsu.edu](mailto:osborjas@gvsu.edu)