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Position Type:	Graduate Assistant (Disability Services)
Department:	Academic Support Center / TRIO
Salary Range:	\$9,000 stipend
Department Web Site:	www.medaille.edu/academics/asc
Brief Job Description:	<p>The Graduate Assistant (GA) will assist with day-to-day operations of the Academic Support Center (ASC), including Disability Services and the TRIO Student Support Services Program. Responsibilities include: monitor ASC testing procedures, provide test accommodations, coordinate the note-taking system, and oversee alternate text requests. The GA will provide training for students on assistive technology (JAWS, Kurzweil, and Dragon Naturally Speaking). The GA updates and maintains database information regarding students with disabilities. The GA will assist with a disability services orientation. The GA will also perform additional duties as assigned.</p>
Qualifications:	<p>Candidate must have received a Bachelor's degree from an accredited university. Candidate must be accepted into an accredited graduate program and must be a full-time graduate student while holding the position. Successful candidates should demonstrate effective communication and counseling skills, ability to present materials to groups in a workshop setting, and have knowledge of Microsoft Office Suite software and the Internet. Experience working with a diverse student population is desired.</p>
Terms:	<p>August 16, 2010 to June 15, 2011 Minimum of 25 hour per week Flexible schedule a must</p>
Closing Date:	<p>Open Until Filled In order to receive full consideration application material should be submitted by July 16, 2010</p>
Required Applicant Documents:	<p>Resume Cover Letter Names and contact information for 3 professional references</p>
Submit to:	<p>Michelle Schultz Director Academic Support Center Medaille College 18 Agassiz Circle Buffalo, NY 14214 Email: mschultz@medaille.edu Phone: 716-880-2338 Fax: 716-884-00291</p>