Graduate Assistant in the Office of Disability Services

General Description
The Graduate Assistant in the Office of Disability Services serves in a ten-month appointment working 20 hours per week and reporting directly to the Administrative Assistant in Disability Services. The graduate assistant will be responsible for both short and long-term projects in the office that directly relate to ongoing services and program administration for students with disabilities and also provide direct service to students with disabilities, their parents, and university faculty. The ideal candidate will have some experience with disability law or disability services in higher education and will be able to quickly assume all responsibilities related to this position in a professional manner that reflects the mission and ideals of Marquette University.

Specific Responsibilities
- Act as receptionist and first point of contact in the Office of Disability Services for potential and current students, parents, and faculty
- Schedule appointments for Office of Disability Services Staff
- Assist current students with questions, procedures, and resources
- Prepare correspondence to instructors and students about accommodations and disability services
- Assist with the alternative text process for students with disabilities, including work with the university bookstore and book publishers to obtain alternative formatted textbooks as well as the processing of received texts to ensure accessibility.
- Assist in the implementation and management of the note taking process, including hiring note takers and addressing the needs of both note recipients and note takers
- Assist with the test proctoring process, including completing testing materials, sending related emails, scheduling, and working with faculty and their exams
- Coordinate the work of student office assistants on a variety of office tasks, providing supervision and monitoring of these tasks through completion
- Participate in monthly Office of Disability Services administrative team meetings and provide support to team members, as needed
- Oversee ODS email and manage its contents
- Provide programming and administrative support for the Marq Your Path program as needed
Qualifications

- Currently enrolled in or accepted into a Marquette University graduate program. There is a preference for students enrolled in graduate programs based in the humanities (social work, counseling, psychology, education)
- Strong oral and written communication skills
- Computer literacy (well versed in the following: Microsoft Windows, Microsoft Office Suite including word processing, spreadsheet manipulation, desktop publishing, and database management)
- Effective office, time-management, and organizational skills
- Ability to work appropriately with confidential student information
- Self-motivated and detail oriented
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.

Remuneration

A $13,720 stipend for the 2014-2015 academic year