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 Associate Director of Disability Services. The 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 about disability services at Marquette University
- Schedule appointments for the Associate Director of Disability Services
- Assist current students with questions, procedures, and resources
- Prepare accommodation letters for students and other correspondence to instructors and students about accommodations and disability services
- Coordinate and assist in presenting fall workshops on adjustment topics for new students
- Assist with the alternative text process for students with disabilities, including work with the university bookstore and book publishers to obtain alternative formatted textbooks
- Assist in the implementation and management of the notetaking process, including hiring notetakers and addressing the needs of both note recipients and notetakers
- Coordinate the work of undergraduate student workers on a variety of office tasks, providing supervision and monitoring of these tasks through completion.
- Participate in monthly Office of Student Educational Services administrative team meetings and provide support to team members, 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, 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
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.

Remuneration

A $13,200 stipend for the 2010-2011 academic year