

Office of Accommodative Services Graduate Assistant (GAP)

Application Due Date: July 1, 2020

Contact: Jessica Burnett, Burnetjj@potdam.edu or call 315-267-3268

This position assists with the coordination of activities in the Accommodative Services Office. The position may be of particular benefit to School of Education majors who are planning on working with students with disabilities. Student will learn about a variety of disabilities, how the ADA impacts education and how accommodations are determined at the college level. This is an opportunity to work in a busy office with a diverse population and also as a part of the team of professional in the Student Success Center.

Responsibilities:

- Administer and/or monitor exams requiring extended time, readers/scribers, and or separate location. May be required to read and/or scribe exams in more difficult or sensitive cases;
- Help students utilize assistive technology such as Glean used for note taking, Kurzweil used for reading, Smart Pens, and other assistive technology apps such as helperbird, quizlet and monitor these arrangements.
- Learn about and help maintain files of disability documentation including IEPs, 504 Plans and psychoeducational evaluations to determine appropriate accommodations.
- Assist with academic advising of undergraduate students with disabilities.
- Maintain correspondence with outside agencies serving students with disabilities such as ACCES-VR, Commission for the Blind, etc.
- Secure and monitor the loan of alternative educational materials such as e-text and smart pens. - Participate in the organization of AccesAbility Day.
- Special projects of interest to the graduate student.

Position Qualifications:

- Graduate student in good academic and judicial standing.
- Ability to communicate effectively with students, faculty, and staff.
- Experience and interest in working with people with disabilities.
- Knowledge of Microsoft Office software and strong general computer skills a plus.
- Willingness to learn and teach computer programs and apps.