PROFESSIONAL POSITION DESCRIPTION

Position Title: Disability Services Center Graduate Assistant
Division: Student Success
Department: Disability Services Center
Location: Portland
Schedule: 20 hours per week; either daily at 4 hours/day or 4 days a week at 5 hours/day
Compensation: $1000/month; $9,000.00 total stipend for the 2017-2018 academic year
Reports to: Joanne Benica

I. STATEMENT OF THE JOB: Under the direction of the DSC Director or Accommodations Coordinator, the Graduate Assistant supports the coordination of accommodated testing and note taking services. Duties include coordination and provision of proctoring services for accommodated testing, recruitment of student note takers, tracking and posting of notes to student Blackboard pages. In addition, the Graduate Assistant will assist with general office administrative duties such as filing, data gathering, materials preparation, etc.

ESSENTIAL FUNCTIONS:

• Coordinates accommodated testing with faculty and students including e-mail communications, scheduling and confirming of exam times and allowances.
• Works closely with the Accommodations Coordinator to ensure exam integrity through coordination of proctoring services and other special testing accommodations i.e. scribes, AT requests.
• Responsible for procuring exams from and returning exams to faculty.
• Coordinates note taker program by recruiting volunteers via class roster solicitation. Refers all unfilled requests to Administrative Specialist or Accommodations Coordinator for attention.
• Responsible for tracking and posting of notes to individual student DSC Blackboard pages.
• Contributes to the evaluation and assessment of exam and note taking accommodations policies and procedures.
• Compiles basic accommodations statistics and reports weekly/monthly.
• Acts as reserve Administrative Specialist performing basic duties of position in absence of regular staff i.e. reception, phone, mail handling, filing etc.
• Other reasonable duties as assigned. Examples include participation in DSC tabling events and performing general administrative tasks such as filing, posting bulletin boards.

SUPERVISORY RESPONSIBILITIES: None

BUDGET RESPONSIBILITIES: None

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE: None
INTERNAL AND EXTERNAL CONTACTS:

Internal: Students registered at the DSC and their faculty.

External: Minimal contact with prospective students and families possible via front desk coverage and/or participation in DSC tabling events.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comfort in engaging with disabled students in a higher education setting.
- Ability to maintain confidentiality related to all student information and faculty exams.
- Ability to organize and prioritize workload with regular supervision and to seek assistance when needed.
- Ability to navigate in Microsoft Word and Excel, PeopleSoft, Blackboard, internet and e-mail.
- Excellent written and verbal communication skills.
- Strong interpersonal skills including an ability to work independently on special projects or collaboratively if needed.

SPECIAL NOTE:
There may be additional opportunities based on candidate experience and qualifications to provide direct one to one service to students by meeting regularly with a student to identify immediate and long term concerns, encourage and promote goal setting, and guide students to available resources on campus. Primary function of this job is administrative.

QUALIFICATIONS:

Required:
- All knowledge, skills and abilities recorded above.
- Matriculation in USM graduate degree program, and registered for at least six credits each semester of the assistantship.

Preferred:
- Bachelor’s degree in Education, Social Work, Rehabilitation, Psychology or related field.

License/Certifications: None

Please submit application materials to Joanne Benica at: joanne.benica@maine.edu.