

Job Description

2023-2024



Accessibility and Disability Resources

Title: ADR Graduate Assistant

Reports to: ADR Director & ADR Coordinator

Location: Accessibility and Disability Resources, East Campus, Building 24

Is there a dedicated GA space for the GA?

| | |
|------------|------------------------------------|
| Yes | <input type="checkbox"/> No |
|------------|------------------------------------|

Does the student need to have/use a personal laptop?

| | |
|------------|--|
| Yes | |
|------------|--|

This is a 15-20 hour per week position with a start date of Fall 2023.

General Responsibilities and Expectations:

The ADR Graduate Assistant will focus on projects that enhance, enrich, and expand services to students with disabilities registered with ADR. Projects may include but are not limited to: academic coaching, managing ADR social media, event outreach, developing newsletters, national disability awareness month, national disability employment awareness month, one-on-one assistive technology training for students with disabilities, data projects, and general office work.

Specific Duties:

- Collaborate with the Director and ADR staff to develop projects that enhance the delivery of Accommodations for APU students including collecting data and converting graphs, tables, pie charts etc.
- Collaborate with the Director, ADR staff and other university stakeholders to plan and execute APU's Disability Awareness Month, National Disability Employment Awareness Month and other disability-related events on campus.
- Collaborate with the Director and ADR staff in the collection, analysis, and reporting of ADR student data.
- Provide academic coaching to students with disabilities in the areas of organization & time management, communication, self-advocacy, goal setting and offers referrals to on-campus and off-partners as needed.
- Provide excellent and knowledgeable customer service to students, parents, visitors, faculty and staff via in-person, phone and/or email.

The GA will gain experience in the below CCSD competencies (below are examples...please see the competency document).

While previous graduate assistants have reported development in all CCSD competencies by the end of their time at the ADR, the position is highly flexible and can be tailored to address the specific competencies the Graduate Assistant wants to develop the most. Competencies most frequently developed at the ADR include:

- Technology
- Advising and Supporting
- Leadership
- Social Justice and Inclusion
- Assessment, Evaluation, and Research
- Student Learning and Development
- Law, Policy, and Government

Ideal candidates should possess the following qualities:

- Personal or lived experience with a disability(s).
- A heart to serve students through mentoring, advising, and support.
- The ability to navigate and prioritize multiple task streams in a busy environment.
- Strong organizational skills combined with an aptitude for flexibility.
- An interest and willingness to work with technology.
- Possesses cultural sensitivity towards students from various backgrounds.
- Has knowledge or is willing to learn about support services for students with disabilities in higher education or K-12.
- Has knowledge or is willing to learn about collecting, interpreting, and analyzing data.