

**Office for Students with Disabilities
Graduate Assistant Job Description
Broward campuses**

Department: Office for Students with Disabilities

Supervisor name: Ashley Ciccolini

Assistantship information: One GA position for 20hours/week

Summary Job Function:

The GA position is primarily responsible for working directly with students with disabilities who come into the OSD office. This includes students with visual impairments, hard of hearing/deaf, Learning Disabled/Attention Deficit Disorder, medical impairments, psychological impairments, physical impairments, Autism Spectrum disorders, speech disorders, and Traumatic Brain injuries.

The GA is often the first person students see and is responsible for disseminating information to prospective students, current students, faculty and staff. The GA does new student orientations for OSD services, follow-up with registered students, is in charge of our note taker database, and works with students on Assistive technology and does research for the OSD office as needed. He/she is also an integral part of any disability programming for students, faculty, and staff.

Student learning/educational activities performed by the Graduate Assistant:

X Advising students

X Planning programs

__ Instruction

__ Mentoring

__ Planning student trips

__ Advising student organizations

__ Responding to student conduct situations

__ Teaching or instructing courses

X Event planning

X AssistiveTechnology

X ADA/AA & Section 504

Learning Outcomes:

*Gain an understanding of Student Affairs and its role in higher education

*Gain an understanding of the ADA/AA and Section 504 and how it applies to the post-secondary setting

*Learn about varied disabilities and how they impact student learning

- *Learn about varied disabilities and how they impact student learning
- *Develop an understanding of the Office for Students with Disabilities and its relationship to other Student Affairs areas and Academic Affairs
- *Develop an understanding of OSD policies and procedures for students' requesting and receiving accommodations
- *Develop an understanding of Assistive Technology used by OSD students
- *Understand FERPA guidelines
- *Develop appropriate empathy for our student population

Duties and Responsibilities:

- *Note taker and testing orientations for all new OSD students
- *Demonstrate a clear understanding of the ADA and Section 504
- *Help students with Assistive technology concerns
- *Create and oversee note taking database
- *Follow-up with students regarding 'letters of notification' and 'testing accommodation' forms
- *Understand and follow policies and procedures for OSD accommodation requests
- *Participate in event planning particularly our 'Taste of Disability' luncheon
- *Guide incoming and potential students through document process
- *Liaison with other Student Affairs offices on the Broward campuses
- *Provide information to faculty and staff
- *Read or scribe for OSD students
- *Research or other projects as assigned by OSD Supervisor

Qualifications for the position:

- *Acceptance into an FAU degree granting program as a full time student from Counselor Education (Mental Health or Rehabilitation Counseling), Exceptional Student Education, Speech Pathology, or Social Work Master's or Doctoral program.
- *Excellent verbal and written communication skills
- *Ability to work both independently or as part of a team
- *Ability to work with a diverse student population including individuals with disabilities, veterans and international students

Additional Information:

- *This is a 20 hour per week, year round position paying \$10.50 per hour
- *This includes an 80% tuition stipend requiring full time program status