Graduate Assistant Job Description
Graduate Assistant for the Office for Students with Disabilities

Department: Office for Students with Disabilities (OSD)
Supervisor Name: Courtney McGonagle
Assistantship Information: Number of GA positions in OSD will have in fall 2014: Two (this position is 2/4).

Summary Job Function:
This Graduate Assistant for the Office for Students with Disabilities will be primarily responsible to provide C-Print captioning for students that are deaf or hard of hearing. They will also be working individually with students that are experiencing academic difficulties, providing exams in alternate formats and assisting in the provision of notetaking services for students with disabilities at FAU. Other duties maybe assigned by Courtney McGonagle, Supervisor. This position requires an individual who is organized, detailed oriented, energetic, creative and has good oral and written communication skills.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that apply and provide detail if needed.)
X Advising Students
__ Planning programs
__ Instruction
X Mentoring
__ Planning student trips
__ Advising student organizations
X ADAAA and Section 504
X Assistive Technology
X Other (Trained and proficient in C-Print Captioning)

Learning Outcomes:
• Gain first-hand experience in proving learning strategies for students experience academic difficulties
• Gain a greater understanding of the ADAAA and Section 504 and how it applies in the post-secondary setting
• Develop an understanding of the different assistive technology available to students with disabilities
• Develop an understanding the OSD’s policies and procedures for requesting and receiving services
• Be able to identify disabilities and implement accommodations for students with disabilities

Duties and Responsibilities:
• Complete C-Print Training and provide C-Print Captioning for the deaf and hard of hearing in the classroom
• Provide guidance and consultation for students that are experiencing academic difficulties
• Assess learning needs of individual students and provides learning strategies for student success.
• Manage case notes regarding learning strategies and guidance
• Demonstrate a clear understanding of the ADAAA and Section 504
- Identify specific disability and functional limitations
- Demonstrate the ability to determine and understand accommodation needs
- Understand the policies and procedures involved in requesting disability accommodations at FAU
- Assist with the test proctoring process, including completing testing materials, sending related emails, scheduling, and working with faculty and their exams
- Provide guidance to other resources available to students on campus (University Center for Excellence in Writing, CLASS- Tutoring & SI and CAPS)
- Assist with Notetaking and Testing Orientations for students with disabilities.
- Demonstrate a knowledge of the different assistive technology available to students with disabilities (Jaws, Kurzweil 1000 & 3000, Zoomtext, Dragon Speaking Naturally, Livescribe, etc.)
- Assist in reaching out to students with disabilities via phone and email regarding services
- Perform other duties and projects as assigned by the Interim Director for the Office for Students with Disabilities (OSD)

**Qualifications for the position:**
- Acceptance into the Florida Atlantic University Exceptional Student Education, Mental Health/Rehabilitation Counseling, Speech Pathology or Social Work Master’s/Doctoral Program
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Understanding of the ADAA and Section 504
- Ability to type at least 60 words per minute (C-Print)
- Effective problem-solving and active listening skills
- Comfort reaching out to and working with diverse students having various disabilities
- Good Microsoft Word computing skills, with ability and willingness to quickly develop proficiency in various adaptive computer technologies

**Additional Information:**
- The graduate assistantship is a 20 hour per week position. This position will receive compensation of $12 per hour.
- The graduate assistantship position is for at least one year
- Graduate assistants are eligible to reapply to this position.
- Employment will only be granted upon acceptance to the Florida Atlantic University Exceptional Student Education, Mental Health/Rehabilitation Counseling, Speech Pathology or Social Work Master’s/Doctoral Program.
- Anticipated start date: August 2015 (may begin earlier), position end date: May 2016
- An 80% tuition waiver is provided with this assistantship

**Questions?** Courtney McGonagle, Coordinator, Office for Students with Disabilities, cmcgonag@fau.edu