Reports to: Assistant Dean of Students and Director of Disability Services

General Philosophy
The Office of the Dean of Students views this assistantship as an integral position on the staff, providing meaningful professional service to and for students at the College of William and Mary. We also recognize that this position serves as professional development for the graduate assistant. Therefore, the student will be exposed to, and has the opportunity to interact with services and programs of the office that may not be direct responsibilities listed below. Skill development opportunities include administrative support, research, presentations, and student advising.

Selection criteria
We will accept applications from first and second year masters students and doctoral students in the EPPL program. The successful candidate will have excellent written and oral communication skills; the ability to assimilate into the culture of a fast-paced, demanding office; excellent organizational and management skills, and a strong interest in working in with students with disabilities and their families.

Responsibilities
- Provide direct service to students with disabilities and their families, including meeting with them, providing intake services, orienting them to available services and the process for approval for accommodations, and assisting with the special needs housing approval process and the priority registration process;
- Assist students with special needs to procure necessary equipment (such as alternate format textbooks, amplification services, etc.);
- Represent the department at parent and student orientation programs; assist with development of program content;
- Present to faculty and student groups regarding the services offered by the department and how to support students with disabilities;
- Maintain the Disability Services website;
- Manage the campus-wide voter registration campaign;
- Participate in generalist responsibilities within Dean of Students Office including providing guidance to students regarding policies and procedures in 20 Today appointments, with walk-ins, and in phone calls and emails and assisting with phone coverage and assistance with walk-in visitors;
- Perform other duties as assigned;
- Participate in Student Affairs divisional activities, including Renewal Day, each semester (the dates of which may before the start of the graduate assistant contract) and serving on a Student Affairs Task Force.

Hours
Full-time assistantship (average of 20 hours per week), generally within Monday-Friday from 8:00 a.m. to 5:00 p.m., some evening and weekend commitments may be expected. There is some flexibility in scheduling.