GA for Student Accessibility Services
Student Accessibility Services/Dean of Students Office
Division of Student Affairs

Position Overview
The Graduate Assistant for Student Accessibility Services (SAS) is responsible for assisting the Director of Student Accessibility Services maintain the operations of the Student Accessibility Services Office each semester. The GA assists with the establishment and maintenance of student American with Disability Act (ADA) accommodations as well as supports campus outreach efforts to create an inclusive environment that provides equitable access to all students.

Department Mission
The mission of Student Accessibility Services is to create a barrier-free environment for matriculating students with debilitating diagnosed conditions by considering reasonable accommodations upon request on an individual and flexible basis. Student Accessibility Services strives to foster student independence, to encourage self-determination, to emphasize empowerment and accommodation over limitation, and to create a comprehensive, accessible environment to ensure that individuals are viewed on the basis of contribution, not deficit.

Position Type
☒ Masters Level ☒ Full-time (20 hours/week)
☒ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits
• This assistantship qualifies a full-time student for the 2017-18 in-state tuition waiver
• Total financial package = In-state tuition + $4,000 stipend
• Additional benefits: Occasional free food and W&M logo items

Position Elements
☒ Mostly 9 a.m. - 5 p.m. work ☐ Occasional night/evening work
☐ Frequent night/evening work ☒ Weekend work: Rarely
☒ Hires student workers ☐ Supervises / evaluates student workers
☒ Frequent student interaction ☒ Leads training sessions for students
☒ Advises individual students ☐ Advises student organizations
☐ Budget management ☒ Event/program management
☒ Individual work space ☒ Shared work space
☒ Independent work ☒ Collaborative / group work
☒ Conference/workshop funding available ☒ May take internship at same time as GA
☒ Opportunity for committee work ☒ Opportunity for summer employment

Additional elements:
• Office hours are 8 a.m. – 5 p.m., with occasional (rare) evening or weekend work
• Position allows for flexibility within scheduled GA work hours
• Opportunities exist for local and regional travel representing the SAS Office
**Job 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 Student Accessibility Services website;
- Participate in generalist responsibilities within Dean of Students Office including providing guidance to students regarding policies and procedures and assisting with phone coverage and walk-in visitors;
- Perform other duties as assigned;
- Assist with the management of test proctoring arrangements for the Watson Testing lab;
- Manage student workers including golf cart drivers for mobility-impaired students, scribes, readers, and other SAS student employees;
- Participate in Student Affairs divisional activities, including “Kick-Off Day” each semester (the dates of which may before the start of the graduate assistant contract).

**Preferred Qualifications**

- Excellent written and oral communication skills;
- The ability to assimilate into the culture of a fast-paced, demanding office;
- Excellent organizational and management skills;
- A strong interest in working in with students with disabilities and their families.

**Learning Outcomes**

- Serve as an integral member of the Student Accessibility support staff and office counterpart to the Director of Student Accessibility Services;
- Understand and execute student ADA accommodations as well as manage the ebb and flow of the Student Accessibility Services office operations each semester;
- Interact with services and programs within the Dean of Students Office as well as within Student Affairs;
- Accumulate knowledge relevant to college student development, faculty partnerships, research and presentation skills, and general student advising.

**Direct Supervisor**

Lesley J. Henderson
Director of Student Accessibility Services, Assistant Dean of Students
ljhenderson@wm.edu
757-221-2509

Interested applicants are welcome to contact the supervisor with any questions.