



WILLIAM & MARY

CHARTERED 1693

GA for 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, Associate Director, Assistant Director, and Administrative Coordinator of Student Accessibility Services maintain the operations of the Student Accessibility Services office each semester. The GA assists with management of the SAS Testing Center 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

- Master’s Level Full-time (20 hours/week)
- In-person work Remote work

Compensation/Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Tuition subsidy (student pays \$2,500/year in tuition)
 - \$15,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted
- For non-Higher Education students:
 - SOE tuition (in-state rate) + \$4,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted

Position Elements

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mostly 8am – 5pm work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Occasional weekend work |
| <input checked="" type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises/evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Trains student workers |
| <input type="checkbox"/> Advises individual students | <input type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input type="checkbox"/> Individual work-space | <input checked="" type="checkbox"/> Shared work-space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative/group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input checked="" type="checkbox"/> Opportunity for summer employment |

Additional Elements:

- Office hours are 8am – 5pm, with occasional evening/weekend work
- Position allows for flexibility within scheduled GA work hours

Job Responsibilities

- Assist with the management of the SAS Testing Center
- Coordinate scheduling of exams
- Prepare and organize provided test materials
- Communicate with students and faculty regarding testing center procedures and operations
- Hire, train, and supervise testing center proctors – including scheduling of proctor shifts throughout the semester
- Process and return completed exams to professors
- Maintain accurate records of student/faculty communication and of proctored exams
- Assist the SAS Administrative Coordinator with phone coverage and drop-in visitors
- Communicate and assist with the process for requesting and utilizing accommodations
- Assist with maintenance of and content creation for the SAS website
- Serve as a member and representative of the Dean of Students Office and Student Affairs by participating in University activities and programs such as Orientation and “Kick-Off Day” (the dates of which may be prior to the start of the Graduate Assistant contract)
- Perform other duties as assigned

Preferred Qualifications

- Fantastic written and oral communication skills
- Ability to assimilate to a fast-paced and demanding office
- Excellent organizational and management skills

Learning Outcomes

- Serve as an integral member of the Student Accessibility Services office
- Acquire a general understanding of 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 and Student Affairs
- Accumulate knowledge relevant to college student development, faculty and staff partnerships, and research/presentation skills

Direct Supervisor

Myrissa Nichols

Assistant Director of Student Accessibility Services

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757-221-2512

Interested applicants are welcome to contact the supervisor at sas@wm.edu with any questions.