Student Disability Services

Graduate Assistantship Job Description

Program Overview: Student Disability Services at Clemson coordinates the provision of reasonable accommodations for students with physical, psychological, attentional, or learning disabilities. Accommodations are individualized, flexible, confidential, and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Specific accommodations are based on the nature of the disability as supported by current documentation, conversation with the student and academic need.

Position Description: The Graduate Assistant (GA) for SDS is a 12 month, 20 hour/week position reporting to the Disability Specialist with Student Disability Services. The GA will assist the Disability Specialist and Director in implementing activities to achieve the goals and mission of the program.

Responsibilities:

• Represent SDS at Orientations and other campus events, do student intakes, respond to day-to-day concerns of students, faculty and parents as appropriate
• Work directly with students to improve retention and aid transition from Clemson to work or additional schooling
• Produce Academic Access Letters each semester
• Teach use of assistive technology (AT) as needed and research appropriate AT solutions to support student access
• Provide operational and supervisory support for the Testing Center Coordinator
• Record test proctoring requests, schedule exams, and communicate with faculty and students as needed
• Provide assistance in data management
• Assist with grant writing and special projects implementation as appropriate
• Other duties as assigned

Knowledge, Skills and Abilities:

• Have a background in student services, education, counseling, human services, or management
• Ability to work independently and responsibly as the position requires self-motivation, organization, and the ability to make independent decisions
• Be creative, confident, and have effective communication skills
• Understand and support SDS policies and procedures, and be able to provide innovative solutions to problems
• Available for staff meetings on a weekly basis
• Have good computer skills, including the effective use of word processing and database management including proficiency in Blackboard Learn, Word, Excel, and Power Point
• Effective organizational and critical thinking skills

Position Requirements:

• Must be available to work 20 hours per week in 3 or 4 hour blocks
• Must maintain appropriate enrollment to support eligibility for assistantship

Salary and Benefits:

• $1,000 per month paid bi-weekly and reduced tuition

Contact: Dede Norungolo, MRC, CRC
Disability Specialist
864-656-6848
norungo@clemson.edu

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ASC Building, Suite 239