Student Accessibility Services

Graduate Assistantship Job Description

Program Overview: Student Accessibility Services (SAS) at Clemson University coordinates the provision of reasonable accommodations for students with disabilities or other situations that create barriers to the campus or curriculum. We work with students, faculty and staff to ensure that all students at Clemson have equivalent access to campus curricula, facilities, services, and resources through universal design, accommodations, and creative solutions.

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

Responsibilities:

• Represent the office at Orientations and other campus events, assist with student meetings as requested, respond to day-to-day concerns of students, faculty and parents as appropriate
• Record test proctoring requests, schedule exams, and communicate with faculty and students as needed
• Assist with the completion of Academic Access Letters each semester
• Provide demonstrations of assistive technology equipment for students, as requested
• Demonstrate 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, as requested by the Coordinator
• Provide assistance in data management
• Assist with special projects as appropriate (ex: awareness programming, grant-writing)
• Other duties as assigned

Knowledge, Skills and Abilities:

• Background in student services, education, counseling, human services, or similar
• Ability to work responsibly with limited supervision
• Professional demeanor and effective communication skills
• Understanding/support for SAS policies and procedures, especially confidentiality of student information
• Availability for staff meetings on a weekly basis
• Advanced computer skills, including the effective use of word processing and database management including proficiency in Blackboard/Canvas, Word, Excel, and PowerPoint
• Effective organizational and critical thinking skills
• Creative problem-solving 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

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