



GRADUATE ASSISTANT POSITION DESCRIPTION 2024-2025

POSITION TITLE: Graduate Assistant

SUPERVISOR TITLE: *Assistant Director, Disability Resource Center*

Program Summary: The Disability Resource Center (DRC) collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

Graduate Assistant Expectations: This is an in-person on campus position. The main responsibility of the Graduate Assistant position is to provide support and services to UNC students with disabilities and assist the Assistant Director and Director in serving the campus community. This is accomplished by the following expectations:

General Responsibilities – 60%

- Assist DRC in implementing appropriate and effective academic accommodations within the framework of the American with Disabilities Act (ADA) and Section 504 and 508 of the Rehabilitation Act. Services are offered to provide disabled students equal access in the academic and other environments of the university, including University Housing.
- Engage in individual meetings with UNC students who are seeking DRC services or needing ongoing support from the DRC.
- Provide time management and organizational skill coaching to DRC-registered students in individual meetings.
- Review disability documentation to determine student eligibility for services. Documentation review may include interpreting medical, educational, psychological, or other evaluations.
- Utilize student self-report and disability documentation to determine and offer reasonable and appropriate accommodations.
- Provide case management for UNC students registered with the DRC, which includes emails and phone calls with students, instructors, and sometimes healthcare providers.
- Attend biweekly-monthly Housing Committee meetings to present, discuss, and determine results of housing related accommodation requests.
- Assist, as needed, in providing consultation with faculty and campus staff regarding academic, instructional, programmatic, and physical accommodations. DRC works collaboratively with campus partners to ensure equitable access university-wide and to assist in the University's commitment to inclusivity.
- Represent the Disability Resource Center at informational fairs and tabling events for campus partners, including but not limited to the Office of Admissions events.
- Attend and assist with planning programs for students with disabilities that focus on the current needs of our students, such as study nights, beginning of semester kick-offs, etc.

Administrative Responsibilities – 20%

- Learn and become proficient in using the Accessible Information Management (AIM/DRC Online) System for student record keeping; keep and maintain meticulous and detailed student records.
- Help develop or update Disability Resource Center guidelines/policies/procedures, as needed, and under the guidance of DRC Director and Senior Access Coordinator.
- Maintain set hours, as agreed upon each semester with DRC Director, to fulfill DRC needs.
- Assist with coordination of alternative testing accommodations in the DRC office.

Professional Development – 20%

- Attend and participate in weekly DRC staff meetings and Access Team meetings regarding relevant updates, student cases, and the application of policies and procedures.
- Participate on various campus committees and attend campus seminars and workshops, as needed.
- Give DRC Presentations: New Student Orientation, UNITE program (Disability and Accessibility Zone), Faculty and Staff training, Student Affairs Equity and Inclusion Initiatives etc.
- Plan and execute events and programming aimed at building community for DRC students.
- Assist in content development and management of DRC social media accounts.

PROFESSIONALISM AND ROLE MODELING

- Disability Resource Center staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should suitably carry themselves when interacting with supervisors, peers, campus partners, community members, and students.
- Maintain an effective working relationship with all people in the working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision-making and evaluative skills.

MINIMUM QUALIFICATIONS:

- This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester.
- This position has a minimum GPA requirement of 3.0
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor's degree and full-time enrollment in a University of Northern Colorado graduate degree program

ADDITIONAL REQUIREMENTS:

- Preference for those seeking a degree in School Psychology, Counseling Psychology, Rehabilitation Counseling, Special Education, or a related field.
- Knowledge about various disability identities and associated strategies and study skills.
- Knowledge about and experience with mental health.
- Demonstrate very strong interpersonal and verbal communication skills.
- Demonstrate a high degree of critical thinking and problem-solving skills.
- High level of self-direction, creativity, initiative, and reliability.
- Ability to work independently, as well as in a team environment.
- Ability to effectively manage multiple, competing priorities.
- Some event planning experience preferred.
- High degree of organization and strong administrative skills.
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice.

TRAINING COMMITMENTS:

- Mandatory Graduate Assistant training for all university GA's is held at the beginning of Fall semester and is one full day.
- DRC department staff training typically takes place the Friday before Fall semester begins and is a half day.

COMPENSATION:

- This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester. Additionally, there is a monthly stipend for eighteen (18) hours per week that begins on August 19th, 2024. The actual amount of the tuition and/or stipend is individually calculated for different degree levels.

CONTRACT PERIOD FOR POSITION:

- The Graduate Assistant position is for the academic year. The contract is for one full academic year (consecutive Fall and Spring semesters). The contract period includes all pre-service and in-service training.
- There is opportunity for pre-contract training with hourly compensation during Summer 2024, if applicable.

EMPLOYMENT OUTCOMES:

In this position, you gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result of performing the job responsibilities of the Graduate Assistant position, students will increase their knowledge, skills, and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions, and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas clearly and effectively both verbally and in written form.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners, while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing, and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ ethical behavior, acting with the interests of the larger community in mind, and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, gender identities, disabilities, and religions. Demonstrating inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.

Student Affairs Mission

We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.

TO APPLY:

Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address) and cover letter detailing interest in this specific position to Dr. Miranda Martino, Assistant Director, Disability Resource Center at Miranda.martino@unco.edu.

APPLICATION DEADLINE: Application review will begin April 1st, 2024.

FOR MORE INFORMATION, PLEASE CONTACT:

Dr. Miranda Martino, Assistant Director, Disability Resource Center
(970) 351-2289
Miranda.martino@unco.edu