

## **Fall 2024 Graduate Assistant Job Description in the Student Accessibility and Support Services Department**

The Graduate Assistant in the Student Accessibility and Support Services department reports to the Director and Associate Director of the Student Accessibility and Support Services.

### **Responsibilities of the Graduate Assistant may include:**

- Aid Director and Associate Director in sending out Letters of Accommodations to students and professors
- Facilitate alternate text searches and program downloads on laptops and other devices
- Assist the Director and Associate Director of Student Accessibility and Support Services in test proctoring of students with disabilities
- Facilitate set up and training of assistive technology and specialized software provided to students (e.g., smartpens, note taking technologies, voice recording devices, etc.)
- Assist with administrative tasks that contribute to the smooth running of the office
- Assist the Director and Associate Director with improving student organization and time management skills when instructed

### **Hours**

- Approximately 20 hours per week per Fall and Spring semesters
- Some hours required in January and August

### **Qualifications**

- Bachelor's degree in related area with a strong GPA
- Current enrollment in a Rider University graduate program
- Excellent communication, writing, and computer skills
- Ability to work in a busy student environment
- Ability to work sensitively with students with varying communication styles
- Ability to work with students and student information in a confidential manner
- Ability to work respectfully with professors, staff, and students
- Ability to work with details and to follow through on tasks in a timely manner
- Basic knowledge of computers, iPads; desire to learn and teach new or unfamiliar technology and applications
- Work collegially with other graduate assistant in office

### **Compensation**

- Renewable on semester to semester basis for up to two years dependent upon performance, budget review, and continued enrollment in graduate program
- \$15.37 per hour
- 12 credits tuition reimbursement per academic year

### **Contact**

Cheri Thompson, M.S., C.P.M.  
Student Accessibility Director  
[cthompson@rider.edu](mailto:cthompson@rider.edu)

If interested in this position, please submit a cover letter and resume to Cheri Thompson, Student Accessibility Director, at [cthompson@rider.edu](mailto:cthompson@rider.edu) by **May 10, 2024**. You may direct any questions to that email.