

## **GRADUATE ASSISTANT – CENTER FOR STUDENTS WITH DISABILITIES**

**JOB SUMMARY:** Under the general supervision of the Associate Director, the graduate assistant creates programs and trainings for the campus community to raise awareness of disability. This assistantship is a 20 hour per week, nine-month appointment to begin in August (start date determined annually); evening or weekend hours may be required. Employment may also be available during the summer break.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Research programming initiatives at peer and aspirant schools to generate ideas for creating new and innovative programs at UConn.
2. Collaborate with Cultural Centers, Counseling and Mental Health Services, and other relevant constituents across campus to identify ways to share relevant information with students and assist in developing multicultural competence.
3. Assess campus community to ascertain programming and training needs relative to students with disabilities.
4. Conduct in-service trainings and workshops for various University constituents including, but not limited to, residential assistants, orientation leaders, FYE classes, etc.
5. Research and create specific workshops and UNIV classes focusing on study skills, learning tools, etc.
6. Assist in the development, planning and coordination of conferences, new programs, and other enhanced services programs.
7. Assist with various research projects and assessment initiatives of the CSD which may include data collection, data analysis and statistical reporting. Acquire and maintain working knowledge of the CSD's online case management system.
8. Develop programs that promote full access and inclusion of individuals with disabilities.

### **Minimum Requirements:**

- Must be an admitted graduate student in the Higher Education Student Affairs program.
- Excellent oral and written communication skills.
- Strong interpersonal and organizational skills, and the ability to work both independently and as part of a team.