Southeast Missouri State University
Center for Behavioral Health & Accessibility
One University Plaza MS 8220
Cape Girardeau MO 63701
573-986-6191
Crisp 202

Accessibility Services Job Description

Position: Accessibility Services Graduate Assistant

Required Qualifications: Eligibility for Graduate Assistantship

Preferred Qualifications: Background in Counseling, Social Work, or Technology Management Related Fields. Strong mathematics and technology skills preferred.

General Responsibilities: Assist Accessibility Services to provide supportive services to ensure appropriate accommodations for students registered with the office.

Specific Responsibilities:

1. Provide individual case management for students focusing on problem solving, study skills, mediation, and appropriate referrals as needed. Contacts are made through walk-in visits, telephone, email and scheduled appointments.
2. Provide students with support in the academic areas of math and science.
3. Meet with students to train them on the use of assistive technology.
4. Represent Accessibility Services at campus outreach events including but not limited to Show Me Days, First STEP, Transfer Student Orientations, Wellness Fairs, and office sponsored events.
5. Provide seminars and trainings on disability related topics
6. Attend individual supervision and staff meetings as scheduled.
7. Assist with marketing and publicity for office events and outreach groups
8. Assist with alternate format textbook request, scanning files, and creating accessible PDF documents.
9. Perform other duties as assigned by Accessibility Services.

To apply, please send cover letter and resume to cbha@semo.edu.