

Accessibility Services (AS)

Center for Behavioral Health and Accessibility

Position: Accessibility Services Graduate Assistant

Required Qualifications: Eligibility for Graduate Assistantship

Preferred Qualifications: Background in Counseling, Social Work, Psychology, Technology Management, or related fields.

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

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. 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.
3. Provide seminars and trainings on disability related topics.
4. Attend individual supervision and staff meetings as scheduled.
5. Assist with marketing and publicity for office events and outreach groups.
6. Assist with alternate format textbook request, scanning files, and creating accessible PDF documents.
7. Perform other duties as assigned. Availability for evening and weekend hours is required.

Interested applicants should send a resume with three professional references and a cover letter to ds@semo.edu This position is available in the Fall 2021 semester.