The Office of Accommodative Services

GRADUATE ADVANTAGE POSITION (GAP)
The graduate assistant will aid with the coordination of activities in the Accommodative Services Office, which provides academic accommodations for SUNY Potsdam students with disabilities. Typical duties will consist of some combination of the following:

• Learn about disability documentation including IEPs, 504 Plans and psychoeducational evaluations to determine appropriate accommodations.
• Administer and/or monitor exams requiring special accommodations
• Interview, hire and explain guidelines to note takers and monitor these arrangements.
• Assist with academic advising of undergraduate students with disabilities.
• Maintain correspondence with outside agencies serving students with disabilities such as ACCES-VR, Commission for the Blind, etc.
• Secure and monitor the loan of alternative educational materials
• Participate in the organization of AccessAbility Day.
• Special projects of interest to the graduate student.

This position requires a regular schedule of 6 hours per week, consisting of the administrative duties described above. Additional hours may be requested during peak times. Compensation will include a $3,500 annual tuition remission credit throughout the academic year. Qualified candidates are also welcome to take on extra exam proctoring responsibilities for additional hours and pay.

The successful candidate must possess the following qualifications:
• Graduate student in good academic and judicial standing
• Enrollment in at least 9 graduate credit hours per semester
• Ability to work independently, but also collaborate as part of a team
• Strong communication skills, organization, and attention to detail
• Proficiency with the Microsoft Office software package
• Interest and/or experience working with students with disabilities (preferred)

Interested candidates should submit an application through the Center for Graduate Studies by June 30, 2016. All questions should be directed to Sharon House, at housese@potsdam.edu or 315-267-3267.