

Division of Student Life

Graduate Research Assistant

Student Access Center

Student Access Center is part of Diversity and Multicultural Student Affairs within the Division of Student Life at Kansas State University. We serve the campus community by partnering with students, faculty, and staff to create accessible environments and provide academic and housing accommodations. website or by contacting us directly.

Job Summary

The Graduate Research Assistant in this position will serve as a Program Assistant to arrange and provide academic accommodations and services for students with disabilities. Disabilities may include mobility, visual and hearing, medical conditions, learning disabilities, attention deficit disorder, psychological disabilities, autism spectrum disorder, and traumatic brain injuries. Graduate Assistants will have an opportunity to learn about the role of the Americans with Disabilities Act and Rehabilitation Act and how offices like ours serve students. They will have opportunities to work with students and assist staff in their professional roles.

Requirements

Student must be enrolled in a graduate program at K-State. Preference will be given to graduate students enrolled in the Departments of Special Education, Counseling and Student Affairs, Psychological Sciences, Family Studies and Human Services, Drama Therapy or other related fields. Applicants should have an interest and ability to work with people; experience working with individuals with disabilities preferred.

Remuneration and Benefits

- Salary \$8895.00, employment between August 16th and May 17th, renewable each year
- 20 hours each week (between the hours of 8:00 am and 5:00 pm) scheduled between classes
- In-state tuition
- Medical insurance

Responsibilities

Administrative

- Schedule appointments, answer incoming phone calls, check email, and assist walk in guests
- Proctor exams for the test center
- Organize communication and documentation of the peer notetaker accommodation process.
- Arrange and plan events sponsored by SAC.
- Participate in staff meetings.
- Participate in the routine operations of the office, including record keeping and office coverage.

Advising

- Meet with prospective and incoming students and inform them of our accommodation processes.
- Conduct intake appointments for walk in students.
- Contact instructors and arrange academic accommodations for students, or follow up on student needs.
- Participate in documentation review team meetings.

Accessibility

- Assist with modifying course materials for students into an accessible format.
- Provide support in a testing center.

How to Apply

Complete the Division of Student Life On-line Application which will require:

- Cover letter stating your general interests in an assistantship within the Division of Student life or affiliated offices
- Resume
- Contact information for three references