



## **Mississippi State University | Disability Resource Center- Graduate Assistant**

**Academic Year (July 1 – June 30)**

**Main Campus – Montgomery Hall**

### **Department Overview**

The primary role of the Graduate Assistantship position with the Disability Resource Center is to assist the professional staff with the general operations of the department. The position offers the opportunity to gain experience with higher education administration and facilitating student academic and health-related needs. The Graduate Assistant reports directly to the Associate Director of the Disability Resource Center.

This position requires a high degree of professionalism that must be exhibited by a strong commitment to integrity, honesty, dedication, and confidentiality. Applicants should have initiative, flexibility, excellent communication skills, and a strong ability to organize and prioritize tasks.

The Graduate Assistant must also be familiar with all university policies and procedures. This position will require strict confidentiality of student records for students registered with the department.

### **Responsibilities**

- Conduct accommodation meetings for students registering with the DRC
- Meet one-on-one with students seeking time-management, organization, study habit tips, and academic coaching support.
- Assist with administrative duties such as assisting visitors and main phone line coverage
- Attend weekly staff meeting with DRC staff
- Assist with department social media
- Facilitate collaborative partnerships with DRC and campus departments to enhance inclusion for students with disabilities
- Assist in the administration of academic accommodations including provision of exam accommodations, supporting students with in-class accommodations, etc.
- Co-lead disability programming on campus
- Other duties as assigned



## **Qualifications**

- Officially accepted to a graduate program
- A full-time student
- Proficient in Microsoft Office applications
- Demonstrate the ability to work effectively with others
- Organized and detail-oriented
- Effective written and verbal communication skills

## **How to Apply**

Complete a Graduate Assistantship Application from the Division of Student Affairs website at: [www.saffairs.msstate.edu/](http://www.saffairs.msstate.edu/) . Along with application, applicants should email cover letter and resume to [drc@saffairs.msstate.edu](mailto:drc@saffairs.msstate.edu) .

## **Additional Information**

This position requires a commitment of 20 hours per week. The Graduate Assistantship contract runs from August through May and is eligible for renewal on a yearly basis.

## **Disclaimer**

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

For more information, contact [drc@saffairs.msstate.edu](mailto:drc@saffairs.msstate.edu)