



Disability Resource Center (DRC) Graduate Assistant Job Description

Description

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 will:

- Provide a first point of contact for visitors and callers to the office
- Prepare accommodated testing under the supervision of the Testing Coordinator, including contacting instructors to obtain exams, preparing exam packets, assigning exam rosters, etc.
- Meet one-on-one with students seeking time-management, organization, and study habit tips
- Help in the creation social media and departmental communication
- Assist in the administration of academic accommodations
- Develop and deliver programming related to issues of disability access and inclusion
- Attend weekly staff meeting with DRC staff and record meeting notes
- Facilitate collaborative partnerships with DRC and campus departments
- Participate in tabling events about the DRC for prospective students and families
- Work with the Director on departmental assessments and other departmental projects
- Other duties as assigned

Qualifications

- The candidate must be a fully matriculated student accepted into a Mississippi State University graduate program
- Excellent interpersonal, written, and oral communication skills
- Must have a strong attention to detail and maintain a strict level of confidentiality
- Proficient with Microsoft Office applications

Length of Assistantship

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. Occasionally, a summer assistantship may be available.

Apply

Send resume and cover letter to DRC@msstate.edu. Contact Dr. Micah White, Associate Director, with questions: micah@saffairs.msstate.edu