

**DISABILITY SUPPORT RESOURCES (DSR)
GRADUATE ASSISTANT JOB DESCRIPTION -Learning Skills**

Title:

DSR Learning Skills Graduate Assistant (GA) in the Office of Disability Support Resources in the Division of Inclusion and Equity.

Terms:

1. This is full-time (20) hours per week position.
2. Full-time GAs receive a tuition waiver of 9 credit hours per semester for Fall and Winter, for a total of 18 credits for the academic year.
3. The tuition waiver covers graduate credit only (500, 600, and 700-level courses).
4. The position will begin on 8/26/2024 and end on 4/26/2025.
5. This position will be offered to a full-time graduate student with renewable opportunities after a year.
6. The stipend for this position will be \$12,000 for the academic year (\$6,000 per semester for both fall 2024 and Winter 2025).

RESPONSIBILITIES

Learning and Study Skill Strategy Assessment (20%)

- Coordinate Learning and Study Skills Curriculum Assistance for students registered with DSR.
- Utilize assessments to determine individualized plans of assistance.
- Assess the needs of students on learning skills and study strategies.
- Initiate outreach to DSR students to promote and encourage using Learning Skill Services.
- Develop and provide individualized/group sessions on study skills, time management, motivation, test anxiety, organization, etc.
- Collect pre and post-test assessment data and compile reports on student progress towards learning objectives as well as track the academic progress and retention of students who participate in Learning Skills Services

Individualized Study Plans/Meetings to Discuss (20%)

- Meet with students based on the assessment outcome and identify challenges in learning skills, i.e., time management, note taking, test taking/preparation.
- Improve students' interest in the learning assessment and outcomes.
- Support the development of appropriate study strategies and new resources.
- Be knowledgeable of resources on campus to support students, i.e., Tutoring, SLA, Knowledge Market, Writing Center, Math Center, Statistics Center, and Language Lab.

- Co-facilitate workshops/presentations such as individualized/group sessions on study skills, time management, test anxiety, and organization to DSR students and sessions for the Campus Links program.

Intake and Advising Appointments, Referral (20%)

- Shadow DSR advisors in appointments.
- Review student documentation for requests for services.
- Advise students on appropriate accommodations in consult with their DSR advisor.
- Meet with prospective DSR students and advise students on appropriate accommodations through the interactive process.
- Meet with students through a virtual platform or in person.

Responsible for referrals to departments and record keeping/administration (10%)

- Keep confidential records of student appointments and next-step advising through the DSR Access Database (Accommodate) system/recordkeeping.
- Assist in collecting assessment data from Blackboard, data collection from mySuccess Check, Qualtrics, Pre-test/Post-test for Learning Skills Program analysis, and report preparation.
- Compile reports of students' progress with goals and learning objectives.

Personal and Professional Growth (30%)

- Contribute to the DSR mission and services when necessary.
- Serve as liaison between students and major departments.
- Meet with your supervisor on scheduled appointments.
- Provide support for departmental and divisional projects as needed.
- Attend all staff meetings and training sessions by department and division.
- Collaborate and organize events for Inclusion and Accessibility Month (October).
- Present with advisors on educating the campus community per the DSR Mission Statement and available resources to faculty and students.
- Attend Michigan Association on Higher Education and Disability (MI-AHEAD) meetings with staff members.
- Initiate outreach to DSR students to promote and encourage using Learning Skill Services.
- Co-facilitate workshops and presentations.
- Identify new technology resources and applications that might benefit DSR students.
- Provide individual appointments for DSR students to determine technology applications appropriate for their needs and provide instruction on how to use note-taking and other applications that will improve student success.
- Write and proofread reports, administrative documents, and case files.

- Assist in the development of procedures within the office.
- Advise students on course selection (when appropriate)
- Meet with your supervisor on scheduled appointments.
- Attend all staff meetings, division meetings, academic advising training sessions, and one MI-AHEAD monthly meeting.
- Contribute to DSR services where necessary.
- Provide support for departmental and divisional projects as needed.

QUALIFICATIONS:

- Degree-seeking status (fully accepted into a graduate program of study and not conditionally, per graduate assistant contract), in good academic standing, in related programs, such as Education (M.Ed.), College Student Affairs Leadership, Master of Social Work (MSW), Master of Public Administration (M.P.A.), or any other related field of study.
- Excellent organizational skills; detail oriented.
- Ability to handle multiple tasks.
- Ability to work with various individuals across campus and work confidentially with students' records.
- Experience in word processing, database systems, and spreadsheets.
- Must be available to work some evenings and have a flexible schedule.

WORKSTATION / DESK

The GA will have a workstation in DSR 215, The Blue Connection Building, on the Allendale Campus. (Depending on the COVID-19 situation in the coming academic year, the GA may be expected to work remotely.)

ORIENTATION / SUPERVISION

Orientation will be held during the first week of employment, with various duties and responsibilities will be reviewed. Appropriate training will be provided to help understand the role. Jason Osborne, Sr. DSR advisor, and Dr. Shontaye Witcher, Assistant Vice President of Inclusion and Equity and ADA Compliance Officer, in consultation with the entire DSR team, will supervise the GA as advisors will refer their advisees for assistance.

All new graduate assistants are required to attend the Graduate School's mandatory New GA Orientation, Friday, August 23, 2024, 3:00-4:00pm in Loosemore Auditorium on the Pew campus.

Submit materials to:

Jason Osborne, M.Ed. '11
Sr. Disability Advisor

Grand Valley State University
1 Campus Dr.
215 The Blue Connection
Allendale, MI 49401
616-331-2490

Dr. Shontaye Witcher, M.S.W., Ph.D.
Assistant Vice President of Inclusion and Equity and ADA Compliance Officer
Disability Support Resources
1 Campus Drive, Allendale, MI 49401
215 Blue Connection Building
616-331-2490 / witchesh@gvsu.edu

APPLICATION PROCESS:

Applications are accepted on a rolling basis, and interviews will be conducted until the position is filled.

Applicants must submit the following items:

- Applicants must submit a cover letter outlining their interests in this position.
- Resume
- Three References

If necessary, the Review Committee will conduct interviews over phone or Zoom with applicants whose skills, experience, and career aspirations best match the position.

GVSU Disability Support Resources website:

www.gvsu.edu/dsr