

Disability Support Resources (DSR)
Graduate Assistant Job Description (Link U)

Title:

DSR Graduate Assistant (GA) In the Disability Support Resources (DSR) Campus Links program in the DSR department 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 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:

Campus Links Program Management (55%)

- Coordinate peer mentor activities and programming.
- Monitor the Blackboard site.
- Co-facilitate workshops/presentations such as individualized/group sessions on study skills, time management, study skills, test anxiety, organization, and art and dance therapy.
- Compile reports of students' progress with goals and learning objectives.
- Assist in the collection of assessment data from Blackboard
- Present aspects of Campus Links and DSR to the campus community.
- Coordinate mentor/mentee training and orientation.
- Facilitate the recruitment for and promotion of the Campus Links program.

Supervision of Peer Mentors (20%)

- Meet with Peer Mentors individually monthly.
- Provide direction and conflict resolution as appropriate.
- Monitor that Peer Mentors are completing program requirements.

Record Keeping/Administration (10%)

- Support the development of appropriate study strategies and new resources.

- Keep confidential records of student appointments and next-step advising through DSR Access database/recordkeeping.
- Compile reports of student's progress with goals and learning objectives.
- Maintain Peer Mentor journals and distribute them to DSR advisors and AVP.
- Perform weekly audits on the dining card Peer Mentors use to take mentees out to eat on campus.

Personal and Professional Growth (10%)

- Attend all staff meetings and training sessions.
- Meet with your supervisor on scheduled appointments.
- Contribute to the DSR mission and services when necessary.
- Attend MI-AHEAD meetings with staff members.
- Attend conferences for higher education and disability/Americans with Disabilities Act (ADA) education.

Intake and Advising Appointments, Referral (5%)

- Advise students on appropriate accommodations in consult with their DSR advisor.
- Assess and refer students on time management and study skills needs.
- Shadow DSR advisors in appointments.
- Review student documentation for requests for services.
- Responsible for referrals to the correct departments.
- Serve as liaison between students and major departments.

Student Benefits:

The student will gain knowledge by overseeing several High Impact Learning experiences that the Campus Links participants are involved in, such as Make a Difference Day, MLK Day of Service, Laker Experience Days, and various events that teach life skills to students with autism spectrum disorder.

Students learn the importance of this office on campus, and the benefits offered to those in need. DSR collaborates with many other departments, such as housing, athletics, and student services offices. DSR services are also offered to faculty and staff.

A graduate assistantship is an important experience for an individual who wishes to develop a career in student affairs or work with people with disabilities because they will gain knowledge of laws from the ADA and the Office of Civil Rights. Graduate Assistantships provide the foundation for developing appropriate skills and for gaining relevant career experience needed to be viable in today's job market. Twelve competencies have been identified as essential goals for students. These competencies are formally developed with a learning contract over the two-year course of study by the graduate assistant and the supervisor:

- Administration
- Advising, Counseling, and Consultation
- Assessment/Outcomes
- Communication
- Diversity
- Ethics
- Leadership
- Research
- Sustainability
- Technology
- Theoretical/Foundations
- Transitions/Wellness

Qualifications:

- Degree-seeking status in the related program, in good academic standing, 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.
- Good organizational skills; detail oriented.
- Ability to handle multiple tasks.
- Ability to work with various individuals across campus and confidently with students' records.
- Experience in word processing, database systems, and spreadsheets.

Workstation:

The graduate assistant will work at a desk in a cubical, mainly in the office of Disability Support Resources on the 2nd floor of The Blue Connections building. All necessary office equipment, computers, laptops, office supplies, etc., will be provided for this person.

Orientation/Supervision:

The graduate assistant will be provided with ongoing training and shadowing opportunities. During their first orientation week, they will meet with all staff to learn about their job duties and responsibilities. They will observe training provided to new and returning Campus Links students and parents and shadow various advisor's student appointments to understand multiple advising styles. Dori Runyon, DSR Advisor, and Jason Osborne, DSR Sr. Advisor, will provide supervision in consultation with the entire DSR team.

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.

Selection Process:

Students will apply by submitting a letter of interest and a resume with professional references. These materials will be emailed to the contact listed below. Applications will be reviewed; personal interviews will be conducted along with reference checks. There will be a committee of DSR staff that will review and make a final decision.

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 the phone or Zoom with applicants whose skills, experience, and career aspirations best match the position.

GVSU Disability Support Resources website:

www.gvsu.edu/dsr

Contact information:

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