

GA-ACCESSIBILITY SPECIALIST (SGD005-00)

Overview:

Reporting to the Coordinator of Accessibility and Student Success and the Director of Accessibility Services, the Accessibility Specialist is a 12-month Graduate Assistant position charged with contributing to the mission of Accessibility Services, which is to promote an inclusive educational environment for students and to achieve equal access and equal opportunity across campus. This position focuses on processing student exam requests and proctoring exams for students registered with the University for accommodations. This position will work directly with Accessibility student employees to complete exam requests while ensuring that all accommodations are met and University policies and procedures are followed.

The Accessibility Specialist will also assist registered students with facilitating accessible material needs such as alternative text and notetaking software. Along with accessibility services, they will also need to maintain a working understanding of the programs within the Academic Success Department and utilize that knowledge when working the front desk of the Hollis Family Student Success Center in tandem with the student employees.

Duties and Responsibilities: <i>(lines can be added by hovering to the left of green dotted lines below)</i>	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self Discovery	Equity & Inclusion
Work directly with student employees with the scheduling of exams within the Accessibility Services Center (ASC)	X	X	X	X	X	X		X
Coordinate the maintenance of the calendar for all ASC Testing Spaces	X	X	X	X	X	X		
Supervise student employees in the preparation and organization of exam materials for accommodated students (e.g. font size adjustments, reformatting, digital copy creation, etc.)	X	X	X	X	X	X		X
Communicate with faculty to receive, administer, and return exams		X		X	X	X		X
Assist in monitoring testing spaces and address any concerns of academic integrity		X	X	X		X		
Proctor exams, as needed		X	X	X		X		X

Assist faculty with questions regarding accommodations or accommodated testing		X		X	X	X		X
Supervise student employees in monitoring and maintaining the email inbox for ASC.	X	X	X	X	X	X		
Create and Maintain a Social Media presence for the Accessibility Services Center and work with ASC staff to promote knowledge of accessibility on campus.	X	X		X	X	X	X	X
Attend to other duties as assigned	X	X	X	X	X	X	X	X

Descriptions of the LevelUP Competencies can be found [here](#).

Qualifications:

- Required
 - Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to a Stetson graduate program.
 - Have and maintain clear student conduct record throughout the duration of their employment.
 - Must be registered for at least six credit hours each semester (with the exception of summer between enrolled semesters).
- Desired
 - Basic Knowledge of Accessibility and Accommodations
 - Be familiar with Microsoft Office Suite.
 - Be punctual, professional in attitude and dress, dependable, and trustworthy
 - Be comfortable with computers and phones
 - Strong interpersonal skills
 - Strong written and oral communication skills

Additional Information:

- Part-time, up to 20 hours per week
- Stipend position
- Work minimum 4 days a week M-F.
- Business Casual Attire

Application Process:

Applicants must submit the following materials: cover letter, resume, and the names/contact information of two professional references to June Gwartney, Director of Accessibility Services, at jgwartney@stetson.edu or 421 N. Woodland Blvd., Unit 8366, DeLand, FL 32723. Students

Position Information:

Department Name: Accessibility Services

Department website: <https://www.stetson.edu/administration/accessibility-services/>

University Division: Academic Affairs-Provost

Supervisor Name: June Gwartney

Supervisor Title: Director, Accessibility Services

Position Number: SGD005-00

Pay Level: 1