General Description

Saint Louis University is committed to providing equal educational access for all of its students by ensuring that students with documented clinical or medical disabilities receive reasonable accommodations which will support their effective participation in all aspects of the educational experience. Through Disability Services, students, faculty and staff are able to obtain information regarding services available, procedures, documentation, and best practices. The Disability Services Testing Center Graduate Assistant will assist the Academic Support department through work directly related to serving student with disabilities.

The Academic Support department strives to enhance the pursuit of lifelong learning, intellectual inquiry and communication by fostering students’ academic success and encouraging self-advocacy. Services promote a holistic developmental process that empowers students to become independent, competent and confident learners. The department provides assistance to students in support of their academic success including a first-year transition course, tutoring and writing assistance, Disability Services, and a student transition survey. The department works with all students, but offers specific transition support to first-year students through the University 101 course and MAP-Works transition survey.

Characteristic Job Tasks and Responsibilities

May include any and/or all of the following:

- Provide proctoring services and alternate text format services in support of Disability Services
- Assists with the administration of exams, communicates with faculty and students to schedule, secure and administer exams, maintains integrity of the exam process, and facilitates distribution and retrieval of documents
- Usage of an exam scheduling database; maintains consistency with the exam scheduling process
- Checks in examinees and verifies identification. Explains the exam process, helps the examinee begin the exam, and monitors examinee(s)
- Understands the policy and procedures of the testing center
- Understands testing procedures for each exam and adheres to quality and security measures
- Assists with conversion of books into an alternate text format for students with visual and learning disabilities, scans books into a software program system, edits chapters as necessary, and transfers files to an MP3 or other appropriate format; necessitates ability to generalize computer knowledge into unique software programs and desire to regularly learn about and incorporate best alternative text practices
- Perform other duties as assigned
Knowledge, Skills, and Abilities

- Interpersonal/human relations skills
- Verbal and written communication skills
- Listening skills
- Decision-making skills
- Microsoft Excel and other general computer skills
- Attention to detail
- Ability to relate effectively to students
- Ability to relate effectively with course instructors
- Ability to work with minimal supervision.
- Ability to apply good judgment
- Ability to work independently and as a member of a team
- Ability to maintain confidentiality

Requirements

A Bachelor’s Degree is required. The Disability Services Testing Center Graduate Assistant must be an enrolled student of Saint Louis University, and cannot hold a graduate assistantship or be a full-time employee on campus during the same period. Priority will be given to students enrolled in the Higher Education Administration, Counseling and Family Therapy or Social Work graduate programs at Saint Louis University, but enrollment in other degree programs will be considered.

The successful candidate for the Disability Services Testing Center Graduate Assistant will have a general knowledge of student development theory, strong verbal and written communication skills, developed interpersonal human relations skills, and ability to plan and organize.

Expectations and Remuneration

No experience with disabilities is needed. The hired graduate student must be dependable and able to fully commit to a 20 hour work week schedule during the Fall and Spring semesters. Availability is necessary 4 hours a day Monday through Friday through the lunch hour. The Testing Center Graduate Assistantship is a 9 month appointment with compensation of $6400, or $711.11 on a monthly basis. Appointment dates are September through May.

To Apply

Interested parties should submit a resume for consideration to:

Kim Reitter, Ed.D.
Director, Career Services
Student Success Center
331 Busch Student Center
20 North Grand Boulevard
St. Louis MO  63103
Phone (314) 977-2927
Email: reitterk@slu.edu

Available for the 2012-2013 academic year