University of Northern Iowa
Student Accessibility Services (SAS)

Position Title:
Graduate Assistant, Student Accessibility Services

Reports to:
Tiffany Dodd
Student Accommodations Specialist
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Terms of Employment:
● For the fall semester: 20 hours per week, beginning August 22, 2022, and ending December 16, 2022. Does not include the week of Thanksgiving Break.
● For the spring semester: 20 hours per week, beginning January 9, 2023, and ending May 5, 2023. Does not include the week of Spring Break.

Compensation:
● Full-time assistantship salary for 2021-2022 is $5,395 per semester. 2022-23 salary information should be available by February 1, 2022.
● Salary will be prorated on a weekly basis for a late start.
● Graduate Assistants may qualify for in-state tuition and fees.
● Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
● Professional development opportunities are supported, but the degree of support is determined by the availability of funds.
● For more information on the Graduate Assistantship system and procedures: http://www.grad.uni.edu/assistantships/

Background Information:
The role of Student Accessibility Services (SAS) is to coordinate services and accommodations for students with disabilities. In doing so, we review disability documentation, meet with students to determine appropriate accommodations, and work with other areas on campus to implement the accommodations. Student Accessibility Services (SAS) views disabilities as a naturally occurring aspect of humanity’s diversity and as an integral part of the University community and the greater community at large. SAS strives to work collaboratively with students, faculty, and staff to provide an equitable, accessible, and inclusive educational experience for all students.

Position Description:
● Assist with the development of SAS policies and practices, including assisting with student accommodations plans.
● Represent SAS by attending UNI outreach visit days and orientations and provide follow-up meetings with prospective students and families.
Work with students individually to provide skills-based education, provide solution-focused problem solving, and to provide campus and community resources.

Coordinate obtainment and creation of alternative textbooks and course materials for students.

Assist with the disbursement and training of assistive technology provided through SAS.

Present to students, faculty, and staff on various topics related to accessibility, disability, and resources.

Assist students with the development of a new student organization related to accessibility and disability.

Assist with general office duties and support, including front desk coverage.

Manage the departmental website and social media accounts to promote disability-related content and SAS events.

Other duties as assigned.

**Qualifications:**

- Must be a full-time, degree-seeking student in a UNI graduate program (postsecondary education: student affairs, counseling, social work, women’s and gender studies, or related field).

- Must be enrolled in 9 qualifying graduate credits each semester of assistantship.

- Maintain a UNI cumulative graduate GPA of at least 3.0. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.

- Strong communication skills.

- Excellent time management and organizational skills.

- Demonstrated ability to conduct oneself in a professional and ethical manner, including maintaining confidentiality.

- Demonstrated ability to learn and apply new technology.

- Demonstrated problem solving skills.

- Preferred candidates will be comfortable using various forms of technology, updating websites, and proficient with Microsoft Office Suites and G Suite.

**Application Process and Deadline:**

- As part of the admissions process to the Postsecondary Education: Student Affairs program, individuals are required to submit the following documentation in addition to your personal statement: resume, cover letter, and the Application for Graduate Assistantship to Dr. David Schmid (david.schmid@uni.edu).

- Candidates outside of the Postsecondary Education: Student Affairs program should complete a Graduate Assistantship Application (located at http://www.grad.uni.edu/assistantships), and email their resume and cover letter to Tiffany Dodd (tiffany.dodd@uni.edu).

- Deadline for application is February 15, 2022.

*One position open for 2022-2023.*