## General Description

The primary duty of the Graduate Assistant in the Disability Resource Center is to coordinate the volunteer supplemental note taking program for students with disabilities. As time allows, the Graduate Assistant also contributes to departmental programming efforts, office operations, special projects, and other duties as assigned.

## Specific Duties

* Coordinate the Supplemental Note Taker Program
  + Solicit, recruit, train, and match note takers for classes identified by DRC students
  + Respond to student, note taker, and instructor concerns
  + Manage the DRC Note Taker email inbox
  + Maintain note taker training, email templates, and note taker database
  + Coordinate the evaluation of note taker services and provide documentation of service hours
  + Set up student mailboxes if necessary
* Maintain confidentiality regarding all disability related information, student records, and identities. FERPA
* Assist in planning and implementation of other DRC programming and accommodations as needed or desired.
* Assist in office operations by providing lobby and phone coverage

## Preferred Qualities

* Strong organizational, problem solving, and interpersonal skills
* Experience with or ability to learn Microsoft products, especially Outlook, Word, Excel, Teams
* Ability to manage and navigate large excel spreadsheets.
* Ability to work collaboratively and flexibly with other DRC coordinators, students, and instructors
* Experience and/or interest in working with students with disabilities
* Ability to display developing ACPA/NASPA Professional Competencies (<https://www.naspa.org/images/uploads/main/ACPA_NASPA_Professional_Competency_Rubrics_Full.pdf>)

## Required Conditions

* Full time enrollment in a graduate program at the University of Louisville (preference given to students in CSP, Higher Education, SW or related programs)
* Must work an average of 20 hours per week

## Compensation & Benefits

* $1,200 per month stipend for 10 months
* Full-time in-state tuition remission for fall and spring semesters
* Individual Health Insurance

## Appointment Date

August 1 – May 31

## Submission Process

All submissions for this assistantship should be made by email to Brian Holahan, and must include a current resume, letter of interest, and three professional references.  Reference list must include address, title, phone numbers, and e-mail addresses (if available) for all references.

## Contact Person

Brian Holahan

Disability Resources Coordinator

Disability Resource Center

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