University of Northern Iowa
Student Accessibility Services (SAS)

Position Title: Graduate Assistant, Student Accessibility Services

Reports to: Jenny Lynes
Coordinator
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Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:

- Full-time assistantship salary is $5,284. The salary listed is for 2019-2020 academic year and will be updated by January 31, 2020 for the 2020-2021 year.
- 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 an integral part of the rich diversity at the University of Northern Iowa. To that end, we work collaboratively with students, faculty, and staff to create an accessible educational environment for students.

Position Description:

- Serve as administrative liaison to UNI disability student group.
- Assist with developing and administering training and outreach programs (i.e. How to get connected to SAS, Intersectionality of Disability and other marginalized groups, and Assistive Technology overviews).
- Conduct presentations for students, faculty, and staff on various topics related to connecting students to SAS, students in distress, and referral resources.
Represent Student Accessibility Services by attending student outreach visit days, including follow up meetings with prospective students and families.

Work with students in need of support on a one-on-one basis, including working collaboratively with staff and faculty to provide support.

Promote institutional Disability awareness through annual October Disability Awareness programming.

Assist with the SAS Faculty Awards process including the promotion, selection, and recognition of recipients; and other responsibilities related to the awards.

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

Other duties as assigned by the Coordinator and Assistant Dean of Students for Student Accessibility Services.

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 3.00. 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.
- Excellent written and oral communication skills.
- Strong interpersonal and organization skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.
- 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, you 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 an application form for Graduate Assistantship (found at http://www.grad.uni.edu/assistantships), then email your resume and cover letter to Jenny Lynes (jennifer.lynes@uni.edu).
- Deadline for application is January 15, 2020.

One Position Filled & One Positions open for 2020-2021.