Position Title: Graduate Coordinator, 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 23, 2021, and ending December 17, 2021. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 10, 2022, and ending May 6, 2022. Does not include the week of Spring Break.

Compensation:
- Full-time assistantship salary for 2021-2022 is $5,395 per semester.
- 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:
- Hire, train, and supervise hourly student employees managing the front reception area in SAS and assisting students, faculty, staff, and other visitors via walk-in traffic, phone calls, and email inquiries.
- Lead the development and implementation of leadership-based trainings for student staff, supported by one-on-one and biweekly team meetings, and oversee performance reviews once a semester.
- Represent SAS by attending student outreach visit days and orientations and providing follow-up meetings with prospective students and families.
- Work with students in need of support on a one-on-one basis, including collaborating with staff and faculty, to provide resources and ensure equal access in the educational environment.
- 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 connecting students to SAS, students in distress, and referral resources.
● Assist with developing and administering training and outreach programs (e.g., getting connected to SAS, intersectionality of disability and other marginalized groups, assistive technology overviews).
● Serve as functional supervisor of graduate and undergraduate interns in collaboration with the Coordinator.
● Promote institutional disability awareness through annual October Disability Awareness Month programming.
● Serve as administrative liaison to the UNI disability student group.
● Assist with the SAS ACCESS Awards, including the promotion, selection, and recognition of recipients.
● Assist with general office duties and support, including front desk coverage, case management support, and updating the departmental website.
● Manage the departmental social media accounts to promote disability-related content and SAS events.
● 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 3.0. 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.
● 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, 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 Jenny Lynes (jennifer.lynes@uni.edu).
● Deadline for application is February 15, 2021.

One position open for 2021-2022.