Graduate Research Assistant

Student Access Center

Job Summary
Student Access Center provides academic accommodations and supportive services to over eight hundred students with documented disabilities. The Graduate Research Assistant in this position will serve as a Program Assistant to arrange and provide academic accommodations and services for students with disabilities. Disabilities may include mobility, visual and hearing, medical conditions, learning disabilities, attention deficit disorder, psychological disabilities, autism spectrum disorder, and traumatic brain injuries.

Requirements
Student must be enrolled in a graduate program at K-State. Preference will be given to graduate students enrolled in the Departments of Special Education, Counseling and Student Affairs, Psychological Sciences, Family Studies and Human Services, Drama Therapy or other related fields. Applicants should have an interest and ability to work with people; experience working with individuals with disabilities preferred.

Remuneration and Benefits
- Salary $8895.00, employment between August 6th and May 17th, renewable each year
- 20 hrs each week (between the hours of 8:00 am and 5:00 pm) scheduled between classes
- In-state tuition
- Medical insurance

Responsibilities
- Meet with prospective and incoming students and inform them of our accommodation processes.
- Work directly with students regarding accommodations such as shuttle, test center, and notetaking.
- Contact instructors and arrange academic accommodations for students.
- Assist with modifying course materials for students into an accessible format.
- Provide support in a testing center.
- Arrange and plan events sponsored by SAC.
- Participate in the routine operations of the office, including record keeping and office coverage.
How to Apply
Complete Division of Student Life On-line Application which will require:

- Cover letter stating your general interest in an assistantship within the Division of Student Life or affiliated offices
- Resume
- Contact information for three references

Kansas State University is an EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees