Position Title:
DSO Graduate Assistant

Department:
Disability Services Office

Position Description:
The DSO Graduate Assistant will work on a variety of projects to support the staff of the Disability Services Office and Test Center including data entry, exam coordination, program assessment and office supervision. The Graduate Assistant will report to the Assistant Director.

Candidates may be graduate students at RIT or surrounding colleges/universities.

Qualifications:
A successful candidate will have:

• Experience working with databases
• Proficiency with Excel, Word and Outlook
• Strong written and verbal communication skills
• Solid work ethic and willingness to learn
• Ability to interact effectively with a diverse constituency
• Professionalism, including the ability to handle confidential and sensitive information

Terms for Employment:
• 15 hours/week, per semester (fall and spring) with the potential for extended hours during final exam weeks. Specific work hours will generally be 3pm-6pm Mon-Fri with some flexibility in the first weeks of each semester.
• Must be available to start one week before Orientation week begins in fall semester for training.
• Position may be renewable on an annual basis based on performance evaluation if eligible for rehire.

Compensation:
• $13.50/hr.

Duties and Responsibilities:
The DSO Graduate Assistant will be responsible for assisting DSO staff with a wide variety of tasks including, but not limited to:

• data entry and reporting
• test and exam proctoring
• test and exam scheduling and coordination
• departmental assessment
• office supervision
Application Process:
Submit a resume and cover letter via email to Shelley Zoeke, Assistant Director, Disability Services Office (slzdso@rit.edu). Interviews will be conducted the week of April 3. Qualified candidates will be contacted directly about scheduling an interview.

If you have any questions about the DSO Graduate Assistant position please contact:
Shelley Zoeke
Assistant Director
Disability Services Office
slzdso@rit.edu
585-475-5538