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.

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:
• Must be available to start ASAP.
• 15 hours/week for the remainder of fall semester - specific work hours will generally be 12pm-4pm Mon-Fri with some flexibility.
• Extended hours (which may include evenings) will be required on Reading Day (12/11) and throughout final exam week (12/12-12/19).

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

Application Process:
Submit a resume and cover letter via email to Shelley Zoeke, Assistant Director, Disability Services Office (slzdso@rit.edu).