Disability Services Graduate Assistant
Position Description

Availability: Fall 2011 – Spring 2012  Status: Position filled by current GA

- Contact Info: Name: Nancy Dumke  
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- Required Application Documents: Cover Letter (stating experiences related to job expectations and personal benefit), resume, and 3 professional references (contact information - phone and email information)

Qualifications: Bachelor’s degree; pursuing a Master’s degree at Winona State University

Competencies: Ability to work well with faculty, staff, and students on a professional level; sensitive to the needs of a variety of students; familiar with challenges of students with disabilities

Responsibilities:

- Initial intake/registration appointment with students with disabilities
- Proctor exams
- Statistical reports-profile of accommodations requested
- Orient students to test sign up policies and procedures
- Orient students to Student Support Services, Writing Center, Counseling Center and other student support services as needed
- Receive accommodation Request Forms, double-check documentation and prepare Faculty Notification Forms
- Enter 504-eligible students into Advising Services database (Code 11)
- Maintain DS database
- Follow-up with students with insufficient documentation
- Collaborate with faculty and student about the delivery of specific accommodations
- Orient students to assistive technology
- Coordinate space and equipment needs during final exam periods
- Meet with prospective WSU students and families
- Refer students for LD assessment
- Assist in training and supervision of student workers
- Design and upgrade forms, manuals, brochures and procedures as needed