HAMLINE UNIVERSITY

Disability Services Graduate Assistant

Hamline University Mission Statement
To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

Responsibilities:
Hamline University is seeking strong candidates to serve in a key leadership capacity in the Disability Services Office within the Division of Student Affairs at Hamline University. The person in this role will provide coordination, assistance, and administrative support for the Director of Disability Services and the programs, accommodations, and services the department renders in the Hamline community. He/she will:

- Manage provision of textbooks in alternative formats, including processing alternate text requests, contacting publishers for e-text, as well as assisting with training and prioritizing tasks of student workers to ensure timeliness of document conversion to ensure Hamline meets legal requirements of accommodating students with disabilities that affect reading.
- Schedule sign language interpreters.
- Coordinate provision of accommodated testing, including overseeing scheduling, delivery, administration, and return of exams to faculty members requesting this service to accommodate their students with disabilities.
- Read and/or scan printed documents for the director.
- Collect and maintain institutional data for reports and management information.
- Assist with maintaining departmental website.
- Accurately prepare, proofread and format documents. Assist with maintaining director's calendar and schedule appointments as needed.
- Answer general questions regarding disability services for Hamline community and guests.
- Develop and execute special projects and/or programs according to individual interest and departmental priorities.

EDUCATIONAL REQUIREMENTS
Must be newly enrolled graduate student in The Hamline MBA in Hamline University's School of Business. However, applications for The Hamline MBA program and the Athletic Recruiting Graduate Assistantship can be concurrent.

COMPENSATION
Graduate assistants receive $5,000 in scholarship compensation toward the first year of The Hamline MBA. Graduate assistantships can be renewed for a second year in some cases.

APPLY NOW! Send a resume and cover letter to gradprog@hamline.edu or Graduate Admissions, The Hamline MBA Graduate Assistantship Program, MS-A1710, Hamline University, 1536 Hewitt Avenue, Saint Paul, MN 55104.