Graduate Assistant
Disability Resource Center
Northern Illinois University

Disability Resource Center: The Disability Resource Center (DRC) collaborates with students, faculty, staff, and community members to accomplish our program and objectives including: promoting and facilitating awareness and access through training, partnerships, innovative programs, and proactive accommodations; creating inclusive environments by engaging and supporting the campus community in progressive system change; consulting regarding reducing barriers to students’ inclusion or accurate assessment of achievement; improving the recruitment, transition, retention and graduation of disabled students; and ensuring the effective delivery of accommodations.

Our Mission: The mission of the Disability Resource Center is to create an accessible, inclusive, sustainable learning and working environment, where disability is recognized as an aspect of diversity that is integral to the campus community and to society.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: This full-time (20 hour) Graduate Assistant will report to the Assistant Director of the Disability Resource Center, but may also be supervised by other DRC coordinators, in particular the person coordinating the conversion of print materials. The Graduate Assistant will assist in administering programs to provide resources for individual students with various disabilities. In addition, the individual will create a supportive atmosphere in which students with disabilities are encouraged to develop self-esteem, self-advocacy, and sufficient coping skills to function successfully in the college environment.

Responsibilities:
- Problem Solving and Interpersonal Relations: Maintains a presence at the front desk in the absence of the administrative assistant. Answers questions related to the Center from parents, teachers, and students, and will direct to other DRC staff when appropriate.
- Organizational Skills: Takes a lead role in providing text conversion services (e-text, Braille, taped, etc.) in collaboration with the DRC coordinator responsible for E-text conversion. This will include organizing the various steps involved in the process, tracking the process, contacting publishers, converting text, etc. The GA also assists the DRC administrative assistant in the management of the adapted testing program.
- Presentation Skills: Provides orientation to new DRC students, presents workshops on various topics to students, and represents the DRC at Open Houses, College Fairs, etc.
- Supervision: Assists in the supervision of other student employees, especially those involved in e-text conversion, assigning tasks as appropriate, providing training, etc.
- Flexibility and Ability to Multi-task: Available at any time to assist in other activities that will assist the DRC in meeting the needs of students with disabilities at NIU (ex: acting as a human guide, proctoring exams, assisting with registration, etc.).
Requirements:
- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Ability to work 20 hours a week, which may include some evening and/or weekend hours.
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing in a closely related field or discipline at Northern Illinois University will be considered.

Qualifications:
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
- Demonstrated excellent writing and verbal communication skills.
- Computer proficiency; preference given to those with experience with Optimal Character Recognition (OCR), Imaging software, and/or Adaptive Technology.
- Must be willing to be around dogs due to presence of service dogs.

Salary/Compensation for a 9 month (possible summer extension), 20 hours per week position include:
- Start Date: August 15, 2016
- Salary: $1000 per month, distributed semi-monthly
- Tuition: Tuition waiver (excluding student fees, any off campus fees, the cost of books, etc.)
- Housing in residence hall: no
- Meal Plan: no

Contact Information:
Debra A. Miller, MA, CRC
Acting Director, Disability Resource Center
Health Services Bldg., 4th Floor, DeKalb, IL 60115
815-753-1303
dmiller20@niu.edu