

### Graduate Assistant

#### About our Department:

Arkansas Tech's Testing and Disability Services Office is part of the Department of Student Wellness in the Division of Student Affairs. Currently located in Doc Bryan 141, this is a dual office that values disability as an aspect of diversity and is committed to moving continually toward an equitable and inclusive environment for all students. The Disability Services Office supports students with disabilities through creation of appropriate and reasonable accommodation plans. Testing Services partners with the Disability Services Office to provide accommodated testing, but also administers a variety of standardized and placement exams, including the ACT, the PRAXIS, CLEP, Accuplacer, and the TEAS test.

Graduate Assistants in the Office of Testing and Disability Services will be responsible for communicating effectively with students, staff, faculty, parents, and members of the University and external community. We are looking for a GA with stellar organizational skills, aptitude for multitasking, and an ability to maintain a pleasant demeanor, even in stressful or high-pressure circumstances. Prior experience working in an office setting is a plus, as are basic computer skills. Above all, our office highly values the ability to troubleshoot, problem solve, and think outside the box, and appreciates a positive attitude and approach to work and relationships.

#### Position Description:

The Graduate Assistant for Testing and Disability Services will assist our professional staff with tasks including, but not limited to:

- Scheduling and preparation of materials for accommodated exam requests
- Scheduling of or serving as reader/scribe for exams
- Receiving and preparing exams and accompanying instructions
- Maintaining file folders in secure accommodated testing storage
- Ensuring test security, accuracy in procedures and protocols, and a quiet test environment
- Communicating with instructors to obtain exam materials in a timely fashion
- Proctoring/administration of accommodated, standardized, and placement exams
- Cross-training on basic AIM (Accessible Information Management) functions for Testing and Disability Services
- Conversion of materials, as needed, for equal access (including exams and textbooks), including enlargements and alternate format or file type
- Obtaining and distributing electronic books for students approved for e-reader accommodation;
- Serving as main support for Administrative Analyst, including front desk duties
- Scanning and verifying documents
- Supporting staff at events and presentations (some afterhours and on weekends), including Open House, Time Out for Tech, and other University-sponsored functions
- Provide support to other staff in the Department of Student Wellness as needed
- Transporting students with identified on-campus transportation needs related to disability on the office's accessible golf cart (must be 21 with a valid driver's license)

#### Contract Details & Remuneration:

The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, and a completed background check, and the availability to work 28 hours per week year-round. This position pays a monthly stipend (a set dollar amount based on the number of hours you are contracted each week). In addition, 18 hours of graduate credit tuition is covered per year.

#### Academics:

Must be enrolled in a graduate program at Arkansas Tech University as a degree-seeking full-time student. Student Affairs Administration or related field preferred. To find out more information about the programs we offer, please visit [atu.edu/gradcollege/](http://atu.edu/gradcollege/)

#### How to Apply:

Please send three references, a cover letter, and a resume to [sleavell8@atu.edu](mailto:sleavell8@atu.edu).

\*\* Arkansas Tech is an Affirmative Action/Equal Opportunity Employer. It is the policy of this university not to discriminate on that basis of race, color, national origin, sex religion, age or disability in employment or provision of service.

**For more information, please visit:** [atu.edu/graduateassistants/ss/recruitment/](http://atu.edu/graduateassistants/ss/recruitment/)