

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2024-25**



Position Title: Student Accessibility Services and Health Resources Graduate Assistant	
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University, St. Paul
Institution Description:	Concordia University, St. Paul is a private university West of Downtown St. Paul. Concordia is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion of all students.
Supervisor:	Lyndsay Villerius
Department Description:	The SASHR department is responsible for the application of the regulations of the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitative Act of 1973 for enrolled and prospective students. Additionally, SASHR promotes overall wellness across the CSP campus.

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p>Start Date: (September 2024)</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>Week Hours: Up to 20 hours Payment Frequency: Monthly Additional Notes:</p>
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Position Description & Responsibilities

The Student Accessibility Services and Health Resources Graduate Assistant will work in cooperation with the Student Accessibility and Health Resource office as well as other student life departments at Concordia University –St Paul. This position will utilize programming and student engagement to bolster mental and physical wellness for students across the CSP campus and assist with implementing reasonable accommodations for students with disabilities. Due to the nature of this position, it requires that the intern interacts with many facets of the University, including outreach to faculty, staff, and students. It also requires that the student intern is sensitive to the legal and confidential nature of the services provided.

Primary Responsibilities:

- Plan and implement monthly wellness events for CSP students
- Assist with outreach of student wellness services on campus
- Assist with planning and implementing education weeks across campus
- Assist with researching best/up-to-date wellness practices related to students, both online and in person.

Additional Tasks:

- Meet with students with disabilities to determine reasonable accommodations
- Assist with accommodation processes, including alternative testing, alternative text format, etc.
- Attend both on and off-campus staff meetings and trainings as requested
- Student Accessibility Services and Health Resource office reserves the right to assign other duties as needed

Qualifications

- Enrollment in a graduate program
- Interest in mental health and wellness preferred

Application process & requirements

- **Contact Name:** Lyndsay Villerius
- **Address:** 1282 Concordia Avenue, St. Paul, MN 55104
- **Phone:** 651.641.8272
- **Email:** villeril@csp.edu
- **Materials Needed:** Cover Letter and Resume

Instructions for applying: Please email resume and cover letter to villeril@csp.edu

Anticipated timeline for scheduling Interviews: Late Spring/early Summer 2024