

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2019-20**



Position Title:	CLASS/Disability Resources Graduate Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Augsburg University
Institution Description:	Augsburg University offers more than 50 undergraduate majors and nine graduate degrees to more than 3,500 students of diverse backgrounds. The trademark of an Augsburg education is its emphasis on direct, personal experience. Guided by the faith and values of the Lutheran church, Augsburg educates students to be informed citizens, thoughtful stewards, critical thinkers and responsible leaders.
Supervisor:	Katie Lane
Department Description:	<p>CLASS (Center for Learning and Accessible Student Services) is Augsburg's Disability Resources office, responsible for providing reasonable accommodations for students with disabilities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. CLASS promotes access and inclusion for students with disabilities by partnering with the campus community to provide accommodations, resources, and education.</p> <p>In addition to providing reasonable accommodations, the CLASS office provides individual support for students with disabilities with time management/organizational/learning strategies, assistance with course selection, advocacy skills, assistive technology assessments, and referrals to other campus resources.</p>

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: ()	<input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: Approximately 20 hours/week Payment Frequency: biweekly Additional Notes: Stipend of \$10,000, approximate start/end dates August 20, 2019 - May 20, 2019

<p>Position Description & Responsibilities</p> <p>The graduate intern is an integral part of the CLASS/Disability Resources team at Augsburg. The graduate intern provides one-one support for students with disabilities in areas such as time management, study strategies, and self-advocacy. They will partner with disability specialists in determining and implementing accommodations.</p> <p>PRIMARY RESPONSIBILITIES:</p> <p>Work with department staff to:</p> <ul style="list-style-type: none"> • Determine and implement reasonable accommodations for students with disabilities. • Provide one-one support for students with disabilities that is tailored to their individual needs. • Develop disability-related training or other programming for students, faculty and staff. • Participate in weekly staff and supervision meetings.
<p>Qualifications</p> <p>– MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Enrolled in a Master's program obtaining academic credit with some knowledge of disability advocacy or counseling and/or higher education. <p>– PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Desire to work in a college setting and some experience working with students.

- Ability to work effectively and collaboratively in a diverse work environment.
- Ability to lead and mentor others.
- Ability to work effectively in a team environment and work independently with little supervision.
- Ability to reason/analyze; maintain confidentiality; and demonstrate patience and understanding.
- Ability to show initiative; organize workflow; manage one or more projects; and handle frequent interruptions.

Application process & requirements

- **Contact Name:** Katie Lane
- **Address:** Augsburg University, Campus Box 57, 2211 Riverside Ave., Minneapolis, MN 55454
- **Phone:** 612-330-1572
- **Email:** lanek@augsborg.edu
- **Materials Needed:** Resume, Cover Letter, three professional or academic references (including one past or present supervisor).
Apply online at the Augsburg website:
<https://augsborg.interviewexchange.com/jobofferdetails.jsp?JOBID=108356&CNTRNO=2&TSTMP=1553529863909>

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no