

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



<b>Position Title:</b>	<b>Disability Resources Intern</b>
<b>Type Of Position:</b>	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of St. Thomas
<b>Institution Description:</b>	The University of St. Thomas is Minnesota's largest private university with approximately 10,000 students. Rooted in the Catholic intellectual tradition, we teach students to think critically, act wisely and work skillfully for the common good.
<b>Supervisor:</b>	Kimberly Schumann
<b>Department Description:</b>	<p>Disability Resources is the unit in the university responsible for compliance with the Americans with Disabilities Act regarding accommodations for students, guests, and visitors with disabilities. The department is responsible for providing all classroom, residence hall, and event accommodations. Federal legislation (ADAAA) and Section 504 require the university to provide services specifically outlined as accommodations for students with disabilities. Disability Resources serves undergraduate and graduate students with disabilities.</p> <p>The mission of Disability Resources at the University of St. Thomas is to make reasonable effort to provide all qualified students with disabilities equal access to all university courses, services, programs, employment and facilities. Our goal is to enable students with disabilities to maximize their educational potential and to develop their independence and self-advocacy skills to the fullest extent possible within the standard university curriculum.</p>

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months	<input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds	Week Hours: Approximately 15 - 20 hours Payment Frequency: biweekly Additional Notes: \$15.75 per hour; approximate start date is August 5, 2019, end date is May 15, 2020
<b>Start Date:</b> (    )		

<b>Position Description &amp; Responsibilities</b>
<p>The graduate intern will work in the Disability Resources Office (which reports to Academic Affairs) and will have responsibilities related to the following tasks:</p> <ul style="list-style-type: none"> <li>• Assist students with academic concerns and issues related to disability needs and accommodations via in-person, e-mail, and phone appointments</li> <li>• Advise students about academic requirements as it relates to their disability</li> <li>• Provide outreach and support for a limited case load of students with disabilities, some of whom are on or near academic probation</li> <li>• Involvement in programs, services and outreach for students with disabilities (campus disability awareness activities, partnering with other campus resources for programming activities)</li> <li>• Collect data and assist with projects and tasks involved in assessing existing Disability Resource programs and services</li> <li>• Advocacy for students with disabilities</li> <li>• Representation of disability resources at campus information fairs/events</li> <li>• Communication with faculty and staff regarding students with disabilities</li> <li>• Maintenance of confidential student disability documentation/files</li> <li>• Application of principles, practices and techniques of student development</li> <li>• Assistance in provision of disability related academic accommodations (note taker, audio text, and exam accommodation processes)</li> <li>• Assistance with assistive technology resources</li> </ul>

## Qualifications

Bachelor's degree. Preferred experience includes college student advising (individually or in groups), disability resources experience, working with diverse student populations; interest in serving underrepresented students; attentive to details with strong organizational skills; and leadership training. We give preference to students in the Leadership in Student Affairs graduate program at the University of St. Thomas.

## Application process & requirements

- **Contact Name:** Kimberly Schumann
- **Address:** University of St. Thomas, 2115 Summit Avenue, #4016, St. Paul, MN 55105
- **Phone:** 651-962-6315
- **Email:** kjschumann@stthomas.edu
- **Materials Needed:** Send cover letter, resume, and three references (with contact information) via email.

**Participating At Visit Day:**  yes  no

**Will Schedule Interviews on Campus for another date:**  yes  no