



Office for Students with Disabilities

Internship Position Description

General Information

Location: Anoka-Ramsey Community College—11200 Mississippi BLVD NW, Coon Rapids, MN 55433

Schedule: Flexible/variable to meet Intern needs

Site Contact: [Molly Tast, Office for Students with Disabilities Coordinator](#) , 763-433-1318

Application review will begin April 26th, 2019 and this position will remain open until filled

Job Description

The Intern will work in collaboration with the Office for Students with Disabilities team to provide access services and programing. This will include working directly with students to assess and determine reasonable accommodations, provide one-on-one support related to skills, knowledge, and advocacy, collaborate with faculty to ensure accommodations are appropriate and met, and serve as an advocate for people with disabilities to the campus community.

Intern will work with the OSD team to:

- Understand disability in higher education and acquire knowledge and skills needed for a career in this functional area
- Determine and implement reasonable accommodations for students with disabilities
- Provide one-on-one individualized support to students as needed
- Utilize individual skill set to develop programing that addresses student barriers

Special Projects

The Office for Students with Disabilities Intern will be tasked with researching, developing, and implementing a coaching/mentoring model to support students with barriers related to executive functioning. This project will be self-directed and Intern will have creative freedom.

Requirements

Candidates should have completed a Bachelor's degree, and/or be enrolled in a Master's program in the areas of: Disability, Counseling, Social Work, Higher Education, Special Education, or other related field

Preferred Knowledge/Skills

- General knowledge of disability related issues, laws, and barriers that lead to disability
- Ability to maintain the confidentiality of students private data
- Ability to work independently and as part of a team; demonstrate initiative
- Ability to work effectively and collaboratively with diverse populations



Applicant Information

Interested candidates must submit the following for consideration:

- Letter of Interest/ Cover Letter
- Resume
- Professional/Academic References (contact information)
- Unofficial Transcripts