



## **DISABILITY RESOURCE OFFICE**

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### **GRADUATE INTERN**

This paid intern will work as a Disability Specialist under the auspices of Student Affairs and the Graduate Internship Program. This position will expose the intern to disability services at the post-secondary level. Due to the nature of our office, this position requires that the intern interact with many facets of the University, including students, outreach to faculty and staff, as well as other on and off campus support services and resources.

#### **Position responsibilities**

- Advise and evaluate academic, personal, and career plans for students with disabilities
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- Assist students with disabilities to understand cognitive strengths and weaknesses
- Assist students in developing self advocacy and self determinations skills
- Advocate for students with faculty, staff, campus and off-campus entities
- Evaluate disability-related information to document a disability
- Identify needed support services and accommodations
- Assist students in development of appropriate study strategies
- Evaluate effectiveness of accommodations and strategies used
- Provide consultation with faculty, staff, and parents
- Participate in professional development activities
- Function as a member of the DRC staff
- Maintain data and update confidential student files
- Maintain current and longitudinal records of students contacts and progress

## **Qualifications**

- Knowledge of a broad range of disabilities including physical, learning, sensory impairments
- Understanding of the diverse socio-economic, cultural, disability, and ethnic characteristics of college students
- Knowledge of specific academic skills and compensatory strategies
- To assist students to develop personal understanding about disability-related issues
- Knowledge of other factors contributing to academic underachievement
- Interpersonal skills to interact effectively with students, parents, faculty and staff
- Working knowledge of Section 504 of the Rehab Act, ADA and IDEA;
- Demonstrated ability to establish and maintain cooperative working relationships with staff members
- Opportunity to develop supervisory, organizational, and leadership skills