



**Special Services Graduate Assistant  
Student Engagement & Enrollment Services  
Office of Educational Accessibility**

**Job Summary:** The Educational Accessibility Graduate Assistant will assist in the provision of services and accommodations to students with disabilities at ODU.

**Website:** <https://www.odu.edu/accessibility>

**Contact:** [oea@odu.edu](mailto:oea@odu.edu)

**Duties & Responsibilities:**

- Serving as a mentor to students who have executive function difficulties
- Working closely with students who need assistance with time management, study strategies, stress reduction, and the use of assistive technology
- Managing electronic textbook requests and services
- Converting documents into accessible formats for a variety of user needs
- Assisting with and or leading support groups for specific populations of students with disabilities (for example ADHD or Autism Spectrum) on topics such as stress management organization
- Assisting with other office functions like test proctoring, office presentations, etc.

**Required Skills:**

- Capacity for discretion, diplomacy, and confidentiality
- Ability to work effectively with a diverse population of students, faculty, and staff
- Possess a positive attitude
- Exceptional attention to detail and organization skills
- Self-motivation, initiative, and resourcefulness
- Knowledgeable about academic support strategies, including study skills
- Demonstrated experience working with a variety of computer software including Microsoft Office Suite.
- Demonstrated ability to communicate effectively in person and through digital platforms.
- Ability to work independently to complete assigned tasks as well as ability to work collaboratively in a group environment.

**Employment Schedule/Hours:** 20 hours per week

**Academic Qualifications & Preferred Majors:** Must be enrolled as a degree-seeking graduate student at ODU and must maintain good academic standing with a full course load during the length of the appointment. Have a strong interest in working with a diverse population of students; interest in working with college students with disabilities; interest in helping college students with organizational skills and study skills. Preferred Majors: Counseling, Higher Education, other Social and Behavioral Sciences.

**Compensation:** \$7,500 stipend for fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.



**Length of Assistantship:** 9 months with an option to extend.