



**Testing Center Graduate Assistant
Student Enrollment, Engagement and Services
Office of Educational Accessibility**

Job Summary: The Office of Educational Accessibility would like to offer a graduate student the opportunity to have direct involvement with working with college students who experience disabilities.

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

Contact: oea@odu.edu

Duties & Responsibilities:

- Execute testing services including test administration, enforcement of the ODU Student Code of Conduct, enforcement of accommodations provided through the Americans with Disabilities Act (ADA), and other tasks to help our students meet their unique needs.
- Conflict management, crisis management, and academic/personal planning by mentoring students with executive function difficulties.
- Helping students be successful as they aid students in improving their time management, academic skills, and self-advocacy
- Assist in researching best practices that can improve our daily operations and services.
- Involved in the day-to-day operations and logistics of the office.

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.

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.

Employment Schedule/Hours: 20 hours per week



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.