



JOB TITLE: Office for Disability Services Graduate Assistant

DEPARTMENT: Office of Equity, Access & Opportunity

PRIMARY SUPERVISOR: Coordinator for Disability Services

GENERAL JOB DESCRIPTION:

The Office for Disability Services Graduate Assistant will provide departmental assistance and customer service support to facilitate the administration of programs which ensures all students have equal opportunity to the University systems, programs, and facilities in accordance with the spirit of civil rights laws prohibiting discrimination against otherwise qualified students with disabilities. The Graduate Assistant will be responsible for both short and long-term projects in the office that directly relate to ongoing services and program administration for individuals with disabilities. The Graduate Assistant will have some experience with disability services, disability law in higher education and will be able to rapidly assume all responsibilities related to the position in a professional manner that reflects the mission of Tiffin University. The position will assist in ensuring compliance with federal regulations and guidance while striving to advance initiatives beyond the requirements.

MAJOR DUTIES & RESPONSIBILITIES:

- Assists in facilitating or delivering reasonable accommodation to ensure access including testing accommodations, note-taking services, and printed materials in alternative formats.
- Coordination of scheduling, facilitating and supervising testing. Orients students to testing policies and procedures.
- Receives and responds to routine inquiries regarding disability services. Elevates inquiries to either the Coordinator and/or AVP for Intercultural & Community Engagement, & Dean of Students.
- Maintain accurate records and confidential database of student information in keeping with FERPA, ADA and ADAAA requirements in Maxient.
- Assist with semester and annual data collection and reports.
- Ensures all required communications is disseminated to eligible students and faculty regarding testing processes, policy changes, ODS notifications, etc.
- Assist with designing and implementing educational workshops on relevant laws and implementation of accommodations.
- Coordinate recruitment, hiring, training, and supervising student workers.
- Exhibit student centeredness in performance of all job duties.
- Remain current with higher education issues and trends related to disabilities.
- Provides coverage, as necessary, in the absence of the Coordinator for Disability Services.
- Assumes additional responsibilities and performs all special projects as needed or directed by direct report.
- Commitment to represent the University in a professional and positive manner

QUALIFICATIONS FOR THE JOB:

Education:

- Bachelor's degree from a regionally accredited institution.
- Must be a current TU Graduate Student.
- Experience in an office or administrative capacity or a role providing similar services and assistance.
- Demonstrated success in networking across departments and programs.

Other:

- Knowledge of disability challenges and best practices
- Ability to handle sensitive issues
- Commitment to confidentiality
- Excellent listening, oral, written communication skills that promote effective working relationships with diverse populations
- Ability to work both collaboratively and independently
- Strong supervisory skills to supervise student workers
- Ability to work efficiently under time constraints
- Excellent organizational skills, attention to detail, and ability to maintain accurate records in Maxient
- Experience and knowledge of Microsoft Office

KEY COMPETENCIES:

- *Interdependence:* Fosters collaboration
- *Communication:* Strong decision making and communication skills
- *Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- *Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together
- *Entrepreneurship:* Influences and Inspires

PHYSICAL REQUIREMENTS:

- Ability to sit and/or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer