

## **Disability Services Graduate Assistantships**

The Office of Disability Services (ODS) employs two graduate student positions as Alternate Testing Program Coordinators at 20 hours per week through the academic year.

An ATP Coordinator's primary responsibilities include oversight and coordination of the Alternate Testing Program. The Alternate Testing Program coordinates approximately 1600 tests per year.

Work includes administrative tasks, program management and contribution to general office responsibilities. Duties include schedule management, organizing daily test materials, ensuring approved testing accommodations are provided and maintaining effective communication with students and instructors.

ATP Coordinators also meet with students to review/discuss procedures related to the Alternate Testing Program. Other duties include assisting in other accommodation provisions such as scanning/converting alternate format approved text/textbooks for accessibility.

Individuals must have excellent intrapersonal skills, excellent punctuality/attendance, with strong attention to detail, organizational skills and enjoy work which is systematic. There is an extremely high level of confidentiality with sensitivity to working with diverse individuals.

If you would like to become familiar with the role and responsibilities of ODS and serving students in Higher Education in order to provide equal access under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, you may be interested in applying for this position.

Compensation is \$13.33 per hour. Please contact Heather Backus for more information at [odssearch@appstate.edu](mailto:odssearch@appstate.edu). Please visit our website at [www.ods.appstate.edu](http://www.ods.appstate.edu) for more information about our office.