

**Accessibility Services, Student Interventions**  
Graduate Assistant Position Description

**Summary of Position:** The Office of Accessibility Services at the University of West Georgia is committed to providing access to campus resources and opportunities to allow students with disabilities to obtain a quality educational experience at UWG. This position will assist in the development, implementation and delivery of programming geared toward increased AS student access and retention.

**Position Duties:**

- Assist with development and design of Accessibility Services programs geared towards student access and retention, including but not limited to the Anchor program.
- Assist in the training and supervision of Undergraduate Anchor Assistants, including development and updating of materials.
- Assist each semester with orientation sessions for new students with disabilities, with preparing and distributing the Student Accommodations Reports for students with a disability, early registration, and with other support services and special projects as deemed appropriate by the supervising counselors.
- Be available to assist students with a disability through the initial stages of each semester, as needed. Meet with a caseload of students weekly to collaborate and assess needs and assist with implementing interventions.
- Promote independence and self-advocacy on the part of each student with a disability by informal and formal teaching of life skills, technology applications, problem solving abilities and learning skills, while facilitating connection with on- campus partners and support services.
- Become familiar with the field of disabilities and its highly varied manifestations in individuals. Advise the supervising coordinators when procedures, policies, or physical layout of the university impede the educational experience for students with disabilities.
- Advocate for students with disabilities when deemed appropriate by their supervisor.
- Meet each week with the supervising counselor to discuss needs and progress of the students on their caseload, and submit a written time log briefly outlining the activities for the previous week.
- Assist the Assistive Technology Coordinator in maintaining the physical environment of the Assistive Technology Lab. Collaborate with the Assistive Technology Coordinator to ensure that the lab is functioning at its best at all times, and staff the lab for open assistance/instruction hours with students.
- Other duties as assigned to meet the goals and mission of the Center.