



Office of Disability Resources

Position Title: Graduate Assistant, Student Accommodations

Reports to: Assistant Director, Student Accommodations

The Office of Disability Resources, Drexel University is currently looking to hire one part-time graduate student position.

General:

The Graduate Assistant, Student Accommodations is an integral team member of Disability Resources and contributes to achieving the mission in advocating for people with disabilities and providing equal opportunities and equal access to education, programs and activities at Drexel University. This position is physically located on the University City Campus.

Qualifications:

- Applicants must have earned a minimum of a Bachelor's Degree in Special Education, Counseling, Psychology, Legal Studies, Health Sciences, or a related field.
- At least 6 months of relevant work experience with individuals with disabilities.
- Ability to work 20 hours per week including occasional weekends, as needed.
- Possess excellent verbal and written communication skills, time management, and organizational skills.
- Commitment to diversity, equity, inclusion, and accessibility.

Essential Functions:

- Meets with students to discuss the impact of their condition on their ability to fully participate in the educational experience at Drexel.
- Communicates with students, parents, and campus partners to establish or maintain reasonable accommodations for students with disabilities.
- Makes appropriate referrals and proposes additional supports to students with disabilities.
- Assists ODR professional staff with outreach and admissions events, as needed.
- Maintain confidentiality of student information and records.
- Assist with testing center operations, as needed.
- Assist with walk-in hours, as needed.
- Other duties as assigned.

Drexel University is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the University community and the educational and employment experience of its members. The University prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all University Policies and Workplace Postings.

Background investigations are required for all new hires as a condition of employment, after the job offer is made. Employment may not begin until the University accepts the results of the background investigations.

If interested, please submit your resume to Vanessa Cohen, Director & ADA Coordinator Director at VMC59@drexel.edu.