



Division of Student Affairs

Position: Graduate Assistant for Disability Services
Center for Counseling & Consultation, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description

The primary role of the GA position is to assist the Associate Director of Disability Services on the Queens Campus. The position offers the opportunity to gain experience within higher education administration and facilitating student academic and health-related needs.

Responsibilities

The Graduate Assistant will work with the staff of Disability Services and Center for Counseling and Consultation to provide student services, including:

- Scheduling testing appointments
- Proctoring exams
- Serving as readers and scribes for visually impaired students
- Assisting in office procedures as assigned by the Associate Director

Qualifications

- The candidate must be a fully matriculated student accepted into a St. John's University graduate program. Enrollment in a mental health counseling or psychology program is preferred but not required.
- Excellent interpersonal, written, and oral communication skills.
- Must be detail oriented and have the ability to maintain a strict level of confidentiality.

Length of assistantship

This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.