The Office of the Dean for Students seeks a graduate student to work within the Division of Student Affairs at Boston College. Specifically, this position supports student learning and development through the Disability Services Office (DSO). Reporting to the Assistant Dean for Students with Disabilities, the position requires up to 20 hours per week. Work responsibilities are illustrated in several categories which include:

Disability Services responsibilities

- Assist in planning, developing and conducting assessments and compiling results/reports of registered DSO students
- Work with Undergraduate Government @ Boston College (UGBC) to establish an ongoing relationship between UGBC and DSO students
- Work with the Office of Residential Life and Resident Assistants on programs within the residence halls to raise awareness of DSO and the population we serve
- Conduct research on specific issues that may be pertinent to university policies, as needed
- Work with Dean of Students staff to develop learning outcomes, assessment tools, programs and strategies to address developmental concerns
- Assist with tools and systems to provide a variety of accommodations, including but not limited to ASL interpreters, CART services coordination, alternate textbooks, and other accommodations as needed

Other duties and responsibilities

- Daily in-person contact with students (i.e. student walk-ins)
- Meet regularly with the assistant dean and other appropriate Dean Of Students staff
- Schedule accommodations as needed
- Answer daily inquiries sent to DSO via e-mail
- Maintain diplomacy with professors and students
- Maintain database of registered students
- Meet with students/faculty to answer inquiries
- Participate in administrative coverage of specific campus events
- Work on other projects as assigned
- Update student file records

Supervision received

- Supervision is received from the Assistant Dean for Students with Disabilities
Office of the Dean for Students  
Graduate Assistant - Job Description 2016-2017

- Weekly staff meetings

**Employment criteria**
- LSOE candidate first year candidates only
- one year commitment required
- Minimum of 1-2 years professional experience beyond undergraduate or previous experience in a related area preferred

**Required Experience**
- Strong communication and interpersonal skills
- Ability to work independently on special projects
- Organizational abilities
- Technological competence
- Strong computer skills

**Compensation**
- $3000 stipend and 2 courses per year in the Lynch School of Education

For information contact Paulette Durrett, Assistant Dean for Students with Disabilities, at Durrett@bc.edu