

Office for Access & Accommodations
Graduate Assistant Job Posting

Type of position: Teaching Assistantship
Department: Office for Access & Accommodations
Appointment dates: January 1, 2025 – May 9, 2025
Time Period of Position: Spring 2025
Percentage: 50%

Job Description:

1. Coordinate with academic departments and faculty to ensure timely completion of alternative format accommodations
2. Assist with converting textbooks and course documents to alternative format
3. Assist with ensuring alternative print access to all eligible students in a timely fashion, including organization of course materials throughout their stages of conversion
4. Communicate with publishers as needed to obtain accessible copies of textbooks
5. Provide training and access for assistive technology for students with disabilities
6. Acquire and maintain knowledge of best practices for creating accessible documents for students
7. Maintain confidentiality when working with students and student requests

Qualifications:

1. Admitted to the SIUC Graduate School in pursuit of a Master's degree.
2. Strong understanding of basic computer skills.
3. Extremely organized and detail-oriented, with strong written and verbal communication skills.
4. Shows a high level of initiative and self-motivation.
5. Preference to a candidate in an Education or Human Services-related field.

How to Apply:

1. Submit cover letter, resume, contact info for three references and an unofficial copy of your transcripts to access@siu.edu

Deadline to Apply:

1. December 1, 2024 or until position is filled.