



HOBART AND WILLIAM SMITH
COLLEGES

POSITION DESCRIPTION

POSITION TITLE: Graduate Assistant: Disability Services (2024-2025)
LOCATION: Geneva, NY

POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis, with a priority deadline of March 1, 2024, for the 2024-2025 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The Disabilities Graduate Assistant for Disability Services position will be essential to enhancing student-centric, inclusive environment and practices; researching and creating outreach programs aimed at creating a more inclusive and diverse campus community and enhancing student retention; and expanding the range of resources available to students both in terms of student enrichment and student retention and the day-to-day practice of the Disability Services team.

Essential Responsibilities:

- Gather and analyze Disability Services data short- and long-term trends to inform programming decisions.
- Research and develop student-centric social and educational outreach and programming to the HWS community, including but not limited to events and training, social media, Residential Education and Admissions needs, newsletters and reports.
- Research and establish student enrichment programming aimed at the 28% of students with documented disabilities, such as inclusive prospective student and pre-orientation programs, disability Honors society, and retention-focused peer mentoring.
- Assist in enhancing student experience of testing accommodations management and implementation.



HOBART AND WILLIAM SMITH
COLLEGES

POSITION DESCRIPTION

- Foster a welcoming environment for prospective and current students, faculty, staff, and community members via front-desk, protocol, and communication efforts.
- Support the Associate Director in administrative tasks as needed.

Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2024, and ends May 31, 2025

All Graduate Assistantships must be accepted into the [Master's of Arts in Higher Education Leadership](#) at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)