The Office of Accessibility Services provides equal opportunity to access the services of the University of Central Missouri by persons with disabilities by removing or reducing academic, architectural, and attitudinal barriers.

**The Graduate Assistant will assist OAS achieve its mission through:**
- Develop and update the Blackboard environment for OAS
- Update and improve OAS website
- Maintain and update the OAS digital scheduling system
- Maintain and update the OAS alternative text tracking system
- Stand in for Director or Coordinator as needed
- Maintain a leadership role with student staff
- Work one-on-one with OAS students, e.g. training for computer skills, installing software, etc.
- Fulfill other duties as needed

**Skill Requirements:**
- Ability to work in a setting of diverse students, staff, and faculty
- Highly knowledgeable in Microsoft applications, including Access
- Knowledgeable in Java and SQL server
- Excellent communication and interpersonal relationship skills
- Well-developed organizational and time management skills
- Creativity, initiative and self-direction
- Teamworker

**Expectations and Compensation:**
- Meet the criteria for a G.A. as set forth by the UCM Graduate School
- Work a minimum of 20 hours a week, in a half-time professional position. May require additional hours, occasional evenings or weekends, as needed.
- Starts August 10, 2009 and continues through finals of May, 2010
- $7,500 stipend for Fall 2008 semester and Spring 2009 semester; Scholarship for tuition up to 20 hours a year; Meal plan