



## **Job Opening: Graduate Office Assistant, StAAR Center**

**Job Type:** Hourly In-Person Role (StAAR Center, Dowling Hall Suite 720, Medford Campus)

**Job Description:** Reporting to the StAAR (Student Accessibility and Academic Resources) Office Administrator, the StAAR **Graduate Office Assistant (GOA)** supports administrative processes, communications, and programs for the StAAR Center.

The StAAR Center provides accessibility accommodations and academic resources to students on the Medford campus, SMFA, and the Fletcher school, and operates Monday through Friday from 9am to 5pm

StAAR is seeking a new dynamic team member to support the following programs:

- The **Peer-Note-Taking Program** consists of hiring and managing the note-taker team. The GOA will hire the note takers and oversee student staff onboarding, management of the online note-taking portal, and will provide guidance and best practices to ensure accessibility compliance.
- The GOA will support the daily administrative needs of the **Accessibility Exam Program**. This includes preparing exams that will take place in Dowling Hall, provide proctoring services and/or scribing/reading for students with disabilities during their exams. The GOA will work closely with faculty/staff in academic departments to ensure appropriate exam administration and return after completion.
- The GOA will support other **StAAR Administrative Needs**, as assigned. This may include assistive technology support (training would be provided), main office desk coverage, as well as assisting in office communications and projects.

**Qualifications:** Applicants must be in a graduate program and able to work on average 10 hours/week during business hours. Applicants must be extremely reliable, well-organized, detail-oriented, flexible, and willing to take independent initiative to resolve problems as they arise. Excellent oral and written skills are required and respect for confidentiality must be maintained.

**Compensation:** \$18/hr.

**Start date:** August 1, 2021 (flexible start date)

**Interested applicants should email [Albert.Lyman@tufts.edu](mailto:Albert.Lyman@tufts.edu) with the following:**  
**1) cover letter, 2) resume, and 3) all work availability Monday-Friday from 9am-5pm.**  
**The application deadline is Sunday, July 18<sup>th</sup> at 5 PM EST.**