

**Nursing Educational Center/ DISABILITY SERVICES CENTER GRADUATE ASSISTANTSHIP
(1 full-time, 20 hours per week or 2 part-time, 10 hours per week)**

Department: Rhode Island College School of Nursing Graduate Department Nursing Education Center (NEC)

Reports to: School of Nursing Graduate Department Chairperson

PRIMARY PURPOSE:

Assist with day-to-day testing accommodations, proctoring, and related clerical operations at the Nursing Education Center, located at 350 Eddy St. Providence, RI, to assist School of Nursing Faculty to support Rhode Island College students with disabilities who need extra time and a separate location to take exams.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Assist with arranging and implementing testing accommodations for nursing students with disabilities.
- Proctor a variety of exams as assigned by Nursing Faculty
- Inventory exams on an ongoing basis. Return testing materials to the appropriate instructors required.
- Work with faculty to have the information/materials to proctor exams in a timely manner.
- Respond to walk-in, e-mail, and telephone requests from students and faculty seeking to schedule exams at the NEC.
- Use Microsoft Office programs and other calendaring software as needed to schedule exams
- Maintain confidentiality and security of all testing materials, test logs, and other test documents.
- Maintain a quiet atmosphere appropriate to testing

Qualifications:

The intern must be admitted into a graduate degree program at Rhode Island College, and must commit to a position for no less than one full academic year. MSN or DNP is preferred. Other programs will also be considered when combined with relevant experience. Candidates must be well organized, have the ability to relate well with a diverse student population and must communicate effectively, orally, and in writing. Must be vigilant and able to pay close attention to academic dishonesty or prevention of academic dishonesty in a testing setting. Must be punctual, reliable, and provide own transportation to the NEC located at 350 Eddy St. in Providence. Knowledge of and proficiency with computer software applications (Microsoft Office programs including Excel) is required.

Student Outcomes & Contribution to Professional Development:

Students participating Nursing Education Center graduate assistantship will learn how the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are applied to provide testing accommodations for students in a postsecondary education setting. Students will also gain experience working with students with disabilities and faculty and have the opportunity to work with a diverse student population.

To Apply: E mail application, resume, and cover letter to School of Nursing Interim Graduate Department Chair Dr. Debra Servello @ dservello@ric.edu.