Announcement of Available Position

Title: Research Graduate Assistant
Department: Job Accommodation Network
Terms of Employment: Beginning May 16, 2018 though Spring or Summer 2019

This position is contract funded and will last the duration of the contract cycle. The employee will need to have the following skills in performance of his/her duties:

* Must be a master's level student in Rehabilitation Counseling, Speech Pathology and Audiology, Special Education, or related field. Individual will be expected to assist in providing detailed accommodation information across a wide variety of disability types.

* Previous work history involving direct service provision to individuals with disabilities is preferable. Must be capable of using a variety of PC computer system software programs in disability-related information systems.

* Individual must be capable of answering multi-line telephone, screen calls and communicate messages to various staff members. This assistance involves gathering sufficient information from caller to comprehend the request and appropriately process the call. Individual must be capable of responding to incoming requests for accommodation information for individuals with disabilities, and forming valid accommodation responses to meet callers' needs. This position works closely with on-site staff of JAN Consultants and Specialists.

* Must have some previous working experience in an office setting. Duties will include answering the multi-line 800 telephone service, internet/database/library research on disability and employment related topics, and preparation of materials for mailing, faxing and emailing. Necessary skills include ability to follow appropriate telephone protocols, ability to use various databases and Internet sources for research and excellent written and verbal communication skills. Individual must be capable of working in the absence of supervision, and must be capable of committing 20 hours per week of work, including evenings and during semester breaks.

To respond to this announcement, send cover letter, letters of reference and vita to:

Anne Hirsh, JAN CoDirector
Job Accommodation Network
e-mail hirsh@jan.wvu.edu
call 304 293-7186 ext 112

Deadline to apply is April 19, 2018