



Missouri State
U N I V E R S I T Y

Access Technology Center

Graduate Assistant

DESCRIPTION:

The Graduate Assistant for the ATC will be expected to work directly with students with disabilities and serve as a resource on disability-related alternative textbook format accommodations, accessible technology, and specialized software. The GA will assist with the process of ordering, converting, and distributing formatted textbooks to students with documented disabilities. The GA will be required to assist with supervising and training student employees and with organizing daily office coverage and activities. Throughout the semester, the GA will work closely with the Associate Director to optimize individualized student and faculty access, participate in meetings regarding students' concerns and accommodations, and provide insight into adaptive low and high-tech accessibility solutions, including accessible software.

SUPERVISION

Reports to the Director, Access Technology Center

ESSENTIAL ROLES AND RESPONSIBILITIES:

- Assist the ATC Director in the supervision of student employees in the process of converting books and classroom documents into accessible formats for students with disabilities.
- Preserve the logic and integrity of the ATC's online accessible text library.
- The GA will prioritize and organize Alt Format assignments for up to seven undergrad student workers and maintain a timely, efficient Alt Format workflow.
- Provide support and ongoing training for student employees as they create accessible formats of textbooks and classroom materials for students with disabilities.
- Communicate with faculty on the process of creating alternative formats for students with disabilities.
- Utilize the DRC Bear Access database to document the Alt Formats workflow and status of alt text distribution.
- Provides training for students and staff on available accessible equipment/software, and researches effective alternative tools for individualized needs.

PREFERRED QUALIFICATIONS:

Ability to work within the following technical roles performed by the Access Technology Center is preferred:

- Working with students with disabilities.
- Alternative format document creation and remediation, including textbook conversion, accessible PDFs, E-Text, etc.
- Assistive technologies and training student workers in their use on multiple computer and mobile platforms, including text-to-speech software, dictation software, notetaking technologies, and screen reader software.
- Reviewing publisher software, online platforms, websites, and e-textbooks for accessibility, including screen reader compatibility and WCAG 2.1 AA standards compliance.

QUALIFICATIONS:**Education**

- Bachelor's Degree.
- Must be admitted into a graduate program of study.
- Graduation date no earlier than Spring Semester 2028.

Experience

- One year of experience in the following:
 - Support Service
 - Advising
 - Teaching
- Program development for individuals with disabilities.

Required Skills

- Working knowledge of basic computer applications.
- Strong understanding of computer file management strategies.
- Due to the academic language encountered in this position, applicants must possess strong oral, written, and working knowledge of college-level English.
- If English is a second language, speakers must be at level 5 or higher, both oral and written.
- Preference will be given to graduate students with awareness and sensitivity to the requirements and accommodations of students with disabilities.

APPLICATION PROCESS:

Start Date: Fall Semester 2026; 20 hours per week.

For tracking purposes, only applications submitted to the DRC Associate Director *via email* (tsm23e@missouristate.edu) will be considered. Applications must include an original, non-AI-generated cover letter addressing the preferred qualifications and required skills, accompanied by a resume, and a completed [Graduate Assistant Application Form](#).

The last day for the position submissions will be May 1st, with interviews commencing on May 11th.

ACCESS TECHNOLOGY CENTER

901 South National Avenue, Springfield, MO 65897 • Phone: 417-836-6427 • Fax: 417-836-4134

www.missouristate.edu/disability • DRC@MissouriState.edu

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