**Disability Resources for Students (DRS)**

**Administrative GA**-Supervised by Amanda Rodino, Senior DRS Coordinator and Assistive Technology Coordinator

**Duties:**

- Provides counseling/academic coaching to students
- Assists with recruitment of volunteer note takers
- Assists with Assistive Technology training (when they are trained)
- Assists with research related to disabilities, best practices, legal decisions, and other as needed
- Assists with gathering statistics for DRS, quantifying and qualifying work done in DRS for reporting purposes
- Provides testing support as needed with proctoring, reading, scribing exams, as well as enlarging exams, conversion to electronic exams for use with assistive technology and software
- Assists with production of alternate format texts, as needed
- Provides Front Desk coverage, as needed
- If capable/trained to, may co-lead processing groups for students with disabilities. In the past this has included students with bi-polar/depression and Autism Spectrum groups; these are usually conducted with supervision from the Education Psychology and Counseling Psychology programs.
- Other duties as assigned.

**Compensation:**

Tuition remission and a monthly stipend.

Contact Jennifer Murchison at 901.678.2880 for additional information. Interested applicants can submit resume and cover letter to Jennifer Murchison, jmurchis@memphis.edu.