

**Southern Connecticut State University  
Disability Resource Center**

**GRADUATE INTERNSHIP POSITION DESCRIPTION  
9-MONTH POSITION**

Overall responsibilities include:

- Advise and evaluate academic, personal, and career plans for students with disabilities
- Assist students with disabilities to understand cognitive strengths and weaknesses
- Assist students in developing self advocacy and self determinations skills
- Advocate for students with faculty, staff, campus and off-campus entities
- Evaluate disability-related information to document a disability
- Identify needed support services and accommodations
- Assist students in development of appropriate study strategies
- Evaluate effectiveness of accommodations and strategies used
- Provide consultation with faculty, staff, and parents
- Participate in professional development activities
- Function as a member of the DRC staff
- Maintain data and update confidential student files
- Maintain current and longitudinal records of students contacts and progress
- Maintain the DRC website and Facebook
- Co-advise Outreach Unlimited (student organization for students with disabilities)

This internship will lead to the development of these skills and abilities

- Knowledge of a broad range of disabilities including physical, learning, sensory impairments
- Understanding of the diverse socio-economic, cultural, disability, and ethnic characteristics of college students
- Knowledge of specific academic skills and compensatory strategies

- To assist students to develop personal understanding about disability-related issues
- Knowledge of other factors contributing to academic underachievement
- Interpersonal skills to interact effectively with students, parents, faculty and staff
- Working knowledge of Section 504 of the Rehab Act, ADA and IDEA;
- Demonstrated ability to establish and maintain cooperative working relationships with staff members
- Opportunity to develop supervisory, organizational, and leadership skills