University of Illinois at Urbana - Champaign  
Division of Disability Resources and Educational Services (DRES)  
Beckwith Program

JOB DESCRIPTION  
Pre-Professional Graduate Assistant Appointment  
Disability Advocate

POSITION  
The Beckwith Program Disability Advocate position is a .5FTE pre-professional graduate assistantship for which the Division of Disability Resources and Educational Services (DRES) provides room and board at Nugent Hall and a monthly stipend. Duties begin August and continue through May.

QUALIFICATIONS:  
Acceptance into graduate school at time of application and enrollment in a disability-related field of study is preferred. Previous experience in organized group living, including residence halls, fraternities, sororities, or related living environments. Must be able to perform personal assistant (PA) job and successfully complete a criminal background check. This is a LIVE-IN POSITION.

RESPONSIBILITIES:
1. Assist the Beckwith Director, Associate Director and/or Disability Specialist in administering and maintaining residential transitional and personal assistant services.
2. Assist in the execution of emergency services and procedures with Beckwith and University Housing personnel.
3. Assist in the development and maintenance of a positive community environment, i.e., serve as a role model, resource person for student residents, resident advisors, and resident directors.
4. Serve on-duty functions during regularly assigned evening and weekend hours and as specified by the Director/Associate Director.
5. Complete and forward “After Hours Management Report” to the Beckwith administrative staff the day after being on-duty.
6. Adhere to and support University of Illinois, DRES, University Housing Hallmarks and Beckwith policies and procedures.
7. Perform staff duties at any time in the event of health, life safety or other emergencies.
8. Counsel/advise individual residents with disabilities and/or resident advisors; co-advise student groups as needed.
9. Develop interactive and innovative programs in the residence hall and for the campus community around disability awareness issues which encourage interaction and inclusiveness among all residents.
10. Collaborate with resident advisors, student organizations and DRES on program initiatives around disability awareness.

DA Job Description 1/2
11. Serve as a resource and consultant for resident advisors in the areas of programming, accessibility and inclusive interactions.

12. Develop bulletin boards in the residence hall around disability related issues which educate, encourage conversations and facilitate an inclusive living environment.

13. Plan, implement and evaluate 4 active/passive programs each semester.

14. Develop positive relationships with Beckwith and residence hall staff and community members.

15. Support educational, social, cultural and recreational programming within Nugent Hall.

16. Participate in floor and hall activities.

17. Attend Beckwith orientation and initial training before the start of fall semester, in-house PA training and continuous training deemed appropriate by the Beckwith Director.

18. Attend regularly assigned meetings of the Beckwith Administrative Team.

19. Attend housing meetings as deemed appropriate by the Beckwith Director.

20. Preserve the confidentiality of personal interactions with residents when appropriate.

21. Assist in coordination of PA and Floater schedules, providing coverage in the event of an emergency.

22. Other duties as assigned.