



CSHPE Internship Job Description

2024-2025

Program/office name:

Services for Students with Disabilities

Intern's job title:

Disability Access Intern

Office location/address:

University of Michigan, Central Campus. Haven Hall G664.

Website:

<https://ssd.umich.edu/>

Name of supervisor and pronouns:

Natalie Ridgway, she/her

Disability Access Coordinator - Supervisor

How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.)

SAAS hiring team

Supervisor phone number and email address:

734-763-3000

On-campus at the University of Michigan or off-campus?

On campus at the University of Michigan

Hourly salary:

\$20

Number of hours per week (must be 10-20 hours per week):

10-20 hours per week

Approximate percentage of time working directly with students:

50%

Approximate percentage of time working remotely/virtually:

Variable - 50-75% virtual option

Is work study required?

No

Approximate start and end date (e.g., early September 2024 to late April 2025)

Flexible - Start possible early as summer 2024 through Winter semester 2025

Type of internship:

Student Affairs or Services (e.g., admissions, academic advising, student programs, etc. that are student-facing or support student-facing work)

___ Higher Education Administration (e.g., program management, general project coordination, etc.)

___ Research/Assessment/Evaluation

___ Other: _____

As an intern, you will gain experience in or exposure to the following areas:

	High	Medium	Low	None
Access and retention programs			x	
Advising (Academic advising)				
Advising (Student advising of non-academic issues)		x		
Academic Program Management				x
Admissions/Recruitment				x
Alumni Relationship-Building				
Assessment/Program Evaluation				
Budget Management				x
Career Services				x
Community Partnership-Building Initiatives			x	
Crisis Management			x	
Curriculum Development/ Instructional Support				x
Event Planning			x	
Faculty Support		x		
Focus on Diversity, Equity, and Inclusion (DEI)		x		
Focus on Social Justice Issues		x		
Fundraising/Development				x
Grant Writing				x
International or Global Education/Study Abroad				x
Living-Learning Community/Housing				x
Online or virtual learning and engagement			x	
Marketing/Communications				x
Multicultural or Identity Programs		x		
Public Speaking			x	
Research				x

Service Learning/Civic Engagement				x
Student Activities/ Co-Curricular Programming				x
Supervision				x
Tutoring programs				x
Staff training and Development / Human Resources				x
Teaching/Group Facilitation				x
Staff/Personnel Development or HR support				x
Other:				

Student support and problem-solving	x			
Student Advocacy		x		
Accommodations advising	x			
Outreach/campus events (participating, not planning)		x		
Case management/software		x		
Digital Accessibility/Assistive Technology		x		
Administrative support		x		

Job description:

This internship is ideal for those who are interested in which areas of higher education?

- Embedded in the strategic plan of the University of Michigan is a commitment to ensure equal opportunity for all individuals. SAAS/Services for Students with Disabilities (SSD) recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for disabled students. SSD is a partner to students, faculty, and staff in the pursuit to develop leaders and citizens who will challenge the present and enrich the future.
- SAAS/SSD is seeking 1 to 2 graduate student interns to work with the current staff to further support the mission and responsibilities of our unit. This internship opportunity is ideal for those who have an interest in accessibility and working with students with disabilities. Interns will learn how colleges explore and implement appropriate and necessary accommodations to make the educational experience accessible to disabled students. Interns will have the opportunity to work directly with students who are experiencing temporary conditions or injuries and who require immediate support with accommodations and navigating how to make their coursework accessible.
- Interns will be introduced to the variety of facets SAAS manages including student case management, accommodation determination and implementation, faculty support, accessibility-focused technologies, and participation in campus events such as presentations and tabling events.

What skills/knowledge will the intern gain from this internship? (If a position is in school or college, but does *not* require those technical skills, please identify that. For example, to work in the College of Engineering Career Resource Center, students may not need to have a STEM background.)

- There are no technical requirements for this internship.
- Interns will gain experience and knowledge in the areas of accessibility

What are the benefits of working here?

- Opportunity to learn the ins and outs of what makes the student experience accessible for disabled students
- Opportunity to connect professionally with over 25 individuals in the field of disability services, creating many pathways for mentorship in the field of disability services
- This internship position is placed within a team of Disability Access Coordinators who collaborate daily. Graduate interns would have the opportunity to collaborate with that team and learn from their work throughout their internship.
- SAAS facilitates many professional development and social opportunities for all staff throughout the semester to engage in.
- Flexibility regarding work hours and modality of work
- Opportunity to explore areas of the office and accessibility at large based on the interest of the individual intern

How do you describe your work style as a supervisor?

- As a supervisor, my work style is friendly and approachable demeanor. I believe in fostering a positive and inclusive work environment where team members feel comfortable approaching me with their concerns or ideas. I strive to be helpful, providing guidance and support to facilitate the success of my team and I am eager to mentor and support supervisees as they learn and become effective in their role.
- Flexibility is another integral element of my supervisory style. I recognize the importance of adapting to changing circumstances and value open communication to address challenges. By being flexible, I aim to create a work environment that accommodates the diverse needs and strengths of my team.
- While promoting a friendly and flexible atmosphere, I also believe in maintaining a structured framework. This involves setting clear expectations, providing guidelines, and establishing goals. A structured approach ensures that everyone understands their roles and responsibilities, contributing to overall team success.

What are work expectations?

- Establish and maintain scheduled work hours (10-20 per week, M-F)
- Excellent communication and organizational skills
- Ability to adapt and navigate change effectively

Optional: Words from previous student intern(s) regarding their experience in this role (please provide no more than a short paragraph)

- This will be our first formal graduate internship.