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

JOB DESCRIPTION  
Pre-Professional Graduate Assistant Appointment  
Disability Liaison

POSITION
The Beckwith Residential Support Services (BRSS) Disability Liaison (DL) position is a 0.5FTE pre-professional graduate assistantship for which the College of Applied Health Sciences, Division of Disability Resources and Educational Services (DRES)/Beckwith Residential Support Services (BRSS) and University Housing provides room and board at Nugent Hall and a monthly stipend. Duties begin August and continue through May.

QUALIFICATIONS:
Required: Acceptance into graduate school at time of application. Perform the duties of a Personal Assistant. Pass a criminal background check. This is a LIVE-IN POSITION.

Preferred: Graduate student in a disability-related field of study, and experience in organized group living (including residence halls, fraternities, sororities, or related living environment.

RESPONSIBILITIES:
1. Attend and participate in BRSS DL orientation and ongoing training identified by the Beckwith Associate Director (first-year resident transition planning, in-house PA training, and individual supervision).
2. Serve on-duty functions during regularly assigned evening and weekend hours and as specified by the Associate Director/BRSS administration, submitting “Admin on Duty” report as directed.
3. Serve as the direct point of contact, should questions arise from residents, PA/Floater staff, or others at any time while on duty regarding BRSS policies and procedures.
4. When on-duty, utilize training to perform functions assisting in the execution of emergency services/procedures in the event of a health, life safety or other emergencies, supported by Beckwith and University Housing personnel.
5. Support BRSS residents by assisting in their learning, growth, and development through individualized advisement.
6. Assist in the development and maintenance of a positive community environment, i.e., serve as a role model, resource person for BRSS residents.
7. Upon request from BRSS administration, when serving on-duty functions, perform personal assistant services (activities of daily living) with BRSS residents.
RESPONSIBILITIES CONTINUED:
8. When serving on-duty functions, adhere to protocols for Floater scheduling, and provide coverage in the event of a staffing shortage.

9. Plan, implement and evaluate four individual and four combined interactive and innovative programs for the BRSS community.

10. Develop positive relationships with BRSS community members and residence hall staff.

11. Attend regularly assigned meetings with the BRSS Administration.

12. Adhere to and support University of Illinois, DRES, University Housing Hallmarks and BRSS policies and procedures.

13. Preserve the confidentiality of personal interactions with residents and PA staff when appropriate/not contra-indicated.

14. Maintain bulletin board and other internal communications monthly which educate, encourage conversations and facilitate an inclusive living environment.

15. Other duties as assigned.