

The Arc of Indiana Foundation  
Erskine Green Training Institute  
601 S. High Street  
Muncie, IN 47305

**Student Support Specialist**

Exempt

*The Arc of Indiana Foundation is a not-for-profit organization that exists to create postsecondary training opportunities for people with disabilities that empower and lead to meaningful employment.*

The purpose of a job description is to give a framework to the general nature of the position. The Arc of Indiana Foundation is successful because of the teamwork of all employees working together to build a solid organization to advocate for people with disabilities and their families. The job description should never be viewed as an exhaustive list of any one person's responsibilities as we work together to get the job done.

**Qualifications:**

- Bachelor's degree
- Experience working with individuals with intellectual and/or developmental disabilities in vocational settings

**Responsibilities:**

1. Communicate and collaborate with instructors to determine daily role: supporting classroom/training lab lessons/activities, job shadowing opportunities, and internship hours.
2. Acquire skills needed for jobs being trained and their relation to other positions within the work environment.
3. Communicate and collaborate with professionals in the hospitality, food service, and healthcare settings.
4. Communicate and collaborate with instructors to determine and develop any accommodations needed to help students obtain independence.
5. Utilize assessment tools to measure student progress.
6. Lead activities surrounding and content included within the Community Access Checklist.
7. Assist with initial interviews and assessments of applicants.
8. Meet with students weekly to assist with planning social activities and address ADLs impacting their performance while living at EGTI.
9. Recruit, oversee, and train tutors, community mentors, and fitness mentors.
10. Train and oversee part-time staff.
11. Communicate and collaborate with EGTI's nurse.
12. Assist with research studies.
13. Communicate with EGTI staff to determine immediate coverage should an emergency occur or immediate need transpire after training hours.
14. Assist with graduation ceremonies, move-in and move-out days, new student orientation, and Career Sampling Sessions.
15. Assist with fundraisers and conferences related to the foundation.
16. Communicate and collaborate with the EGTI director and additional foundation staff.
17. Communicate and collaborate with the Muncie community to build relationships that impact our students.

Please send resumes to Megan Stevenson at [mstevenson@arcind.org](mailto:mstevenson@arcind.org).

*The Arc of Indiana Foundation provides equal employment opportunities to all employees and applicants.*