

George Fox University

Student Employment Job Description

Agency: Disability Services, Center for Teaching and Learning
Job Title: Disability Services Assistant
Department: Student Life
Supervisor: Rick Muthiah (rmuthiah@georgefox.edu; ph: 503-554-2314)

Purpose of the Position:

To assist the Disability Services Office in providing academic support services to students with disabilities.

Dates Needed:

Remainder of 2009-2010 academic year.

Essential Responsibilities:

- Assist a blind student in accessing course materials
- Acquire or create academic materials (e.g., books, exams) in alternate formats (e.g., audio, electronic text, Braille)
- Communicate with professors to ensure course material is accessible to students
- Communicate with students to ensure that services are working
- Communicate with the Director of the Center for Teaching and Learning about the effectiveness of the services
- Other duties might be assigned based on student employee availability

Minimum Requirements/Qualifications:

- Desire to serve a fellow student
- Flexibility
- Initiative and reliability
- Comfort learning new technology. Adaptive technology for students with disability includes applications such as screen readers, Braille printers, software for creation of math equations, and image conversion software.

Number of Hours per Week (maximum 10 when classes are in session):

- 6-10 hours a week based on needs of the student being served

Work Schedule (Are there specific days/times the student must work?):

- The student employee will need to be flexible to meet student needs

Submit student employment application and letter describing interest and qualifications to Rick Muthiah (Student Life office or Box 6197) by Wednesday, November 11.