

Office: The Evergreen State College
Access Services for Students with Disabilities
Location: Library Building, Room 2153
Contact: Steve Schmidt - Program Coordinator (360) 867-6348
schmidts@evergreen.edu

Student Staff Job Description: Office Aide
Work Study Preferred

SALARY: \$10.00+/hr DOQ. Number of hours will be approximately 10 to 19 per week depending on student's work study allotment.

OVERVIEW: Access Services provides academic adjustments, auxiliary aids and other academic accommodations to students with disabilities. Access Services student staff are critical to ensuring timely delivery of services to students. Their role is one of support to the Director and Program Coordinator. Student staff work in a fast-paced, multi-task environment and have frequent contact with students.

JOB DESCRIPTION: Student staff may perform one or more of a variety of tasks, which may include:

- **Entering data** to track delivery of services such as books in alternative format, note takers, alternative test arrangements, chair accommodations, etc.
- **Reception:** Act as initial contact for students. Provide basic information about Access Services and the process for receiving accommodations. Maintain records of student contacts and drop-in appointments.
- **Email** and send out notices to students, including tracking receipt and delivery of class notes and note taker correspondence.
- **Filing:** Set up and maintain files of student records and office documents.
- **Other duties:** Production of books in alternative format, including high-speed scanning and OCR – Optical Character Recognition – processes, and creation of digitized audio files. Editing of scanned text files: Compare the scanned text against the hard copy and correct errors. Add or correct any formatting components that may have been lost in the scanning process. Create and photocopy documents, run errands, proctor students taking exams, schedule rooms for exams, create and enter data into multiple tracking systems such as Excel spreadsheets, organize production processes and track timelines for service delivery. Answer questions about Access Services. Provide regular status reports to the Program Coordinator or Director.

ESSENTIALS:

- To ensure we are meeting timelines of service delivery, all Access Services employees must be reliable and responsible.
- Ensure student confidentiality.
- Knowledge and experience in a variety of office skills and procedures.

- Solid computer skills and knowledge.
- Demonstrated attention to detail and accuracy.
- Flexibility: Able and willing to change tasks as needed to meet changing priorities and needs.

To Apply: Please submit Resume and Job Application:

<http://www.evergreen.edu/studentemployment/oncampushiringforms.htm>

Program Coordinator, Steve Schmidt

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