

Scribe

Job Description

The Disability Resources for Students (DRS) Office seeks an hourly student employee (undergraduate or graduate) to provide transcription services for student(s) with disabilities. This includes but is not limited to marking true/false answers, handwriting essays or using the computer as dictated by the student with a disability. DRS is seeking candidates that are resourceful, reliable, engaged, and professional.

Project Persistence

As part of our commitment to the student experience, Disability Resources for Students and the Division of Student Life will review each student employee's academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.

Diversity Statement

At UW DRS, our diversity mission is to support the inclusion of students with disabilities by upholding their intersectional identities and eliminating the social and institutional barriers to educational access at the University of Washington. And our vision is a campus where one's full intersectional identity cannot only participate but is deemed essential in the University's achievement of academic excellence.

Supervision

This position will report to one of the DRS Access Coordinators

Job Hours and Pay for Student Employee

Hours will vary dependent on student need, M-F, \$16.69 per hour.

Schedules are based upon the needs of the student with a disability, the applicant's class schedule and other academic responsibilities. Ideal candidates can give at least one academic term commitment.

Responsibilities

- Arrive early before pre-scheduled exam.
- Write only what the student tells you to write.
- Read only the text that is written or typed on exams.
- Respect the student's pace, test-taking manner and needs.
- Read sections back as necessary.

- Refrain from offering help, tutoring or clarification regarding what the student is asked on the exams.
- Ask student with disability for clarification if unsure what should be written.
- Ask student to spell unusual words or names.
- Seek clarification from Coordinator if unsure what to do at any point.

Minimum Qualifications for Student Employment

- Computer skills to include working with library databases.
- Communication skills; oral and written.
- Competency in working with a diverse population.
- Problem-solving and decision-making skills.
- Ability to work independently and in a team setting.
- Meticulous attention to detail; proven dedication to accuracy in each task performed.
- Ability to work effectively in a high-pressure environment.
- Neat penmanship.
- Sufficient background in subject matter.

Desirable for Student Employment

- Experience working with students and or adults with disabilities.
- Experience in and familiarity with higher education.
- Fluency in American Sign Language.
- Knowledge of assistive technologies for people with disabilities.
- Pattern of excellent attendance and punctuality in prior positions.

To Apply

- Positions will be posted on Handshake throughout the year, as needed.
<https://uw.joinhandshake.com/login>

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