

Classroom Accommodation Graduate Assistant II

Job Description

The Disability Resources for Students (DRS) Office seeks a Temporary/Hourly assistant to provide direct accommodation services in various DRS services including: Testing Center, note taking, room relocation and specialized furniture placement. DRS is seeking candidates that are resourceful, reliable, engaged, and professional.

Diversity

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 Classroom Access Program Manager

Job Hours and Pay for Temp Hourly Employee

Up to 19.5 hours a week, M-F, \$20 per hour, for up to 950 hours in a year period.

Work hours are during open DRS operating hours; Monday-Friday from 8am-5pm, but our hours of operation vary during finals week, breaks and summer session. Schedules are based upon workload. Ideal candidates would be able to at least commit to work the entire academic year.

Responsibilities

- Assist in the operations of the Testing Center and Front desk procedures for students with registered accommodations.
- Assist in facilitation of Classroom Access program accommodations, including Room Relocation and Accommodation Furniture.
- Oversee Peer to Peer Mobility tours for students with approved accommodations.
- Assist faculty, staff and students in regards to navigating myDRS and requesting Classroom Access accommodations.
- Conducting outreach to faculty and staff around Classroom Access Programs
- Perform routine support tasks in the administration of exams and recruitment of student volunteer note-takers, requiring exceptional attention to detail.
- Create and maintain notetaking recruitment.
- Register and maintain students with audio recording of class accommodations.
- Notify the Program Manager of any issues needing prompt attention.

- Track changes in Testing Agreements and correspondence with UW Professors and Instructors related to exams.
- Perform copying, scanning, and faxing, as needed.
- Respond to requests and inquiries related to all aspects of program area.
- Maintain accurate records program records.
- Assist the Program Manager in other duties as assigned.

Minimum Qualifications

- Computer skills to include working with databases, spreadsheets and word processing.
- 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-volume, sometimes repetitious environment.
- Graduate student

Desirable

- 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

- Position will be posted on Handshake <https://uw.joinhandshake.com/login>
- Email Dominic Evans at devans13@uw.edu with questions

Last updated: October 2021