

DRS Exam Administrator

Job Description

The Disability Resources for Students (DRS) Office seeks an hourly student employee to provide exam administrator services for student(s) with disabilities, who receive testing accommodations in an academic program. DRS is seeking candidates that are resourceful, reliable, engaged, and professional.

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 Classroom Access Program Manager

Job Hours and Pay for Student Employee

\$16.69 per hour.

Exam Administrators **must be available** for the academic program's exam dates and times, though shifts may be shorter if students finish exams early. Hours will mainly be available during finals week, even though other shifts may be available during the quarter.

Responsibilities

- Arrive early before pre-scheduled exam.
- Sit in testing room, observing testers for academic integrity and the provision of accommodations.
- Refrain from noise making activities.
- Roam around the room periodically.
- Let supervisor know if you notice any use of unapproved allowances (such as a cellphone) or any academic misconduct.
- Let supervisor know if anything else seems wrong.
- Collect completed exams and materials from students if applicable and return to DRS or course instructor.
- Seek clarification from Coordinator if unsure what to do at any point.

Minimum Qualifications for Student Employment

- Computer skills to include working with databases, spreadsheets and word processing.
- Problem-solving and decision-making skills.

- Candidate must be available for dates and times during final exam weeks

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: email devans13@uw.edu

Last updated: October 2021