Beloit College
Student Employment Job Description

Position Title: Accessibility Assistant
Department: Learning Enrichment and Disability Services
Hourly Rate: $7.50
Supervisor: Joy de Leon
Work Location: in LEADS office or in classroom
Account Number: 01-53525-00000-00000-XXXX

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: varies by needs

Work Schedule
A student in this position can expect to work hours per day, varies hours per week.
The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.

Hours are available during the following times of the day: varies.

Department/Position Overview

Learning Enrichment and Disability Services (LEADS), among other responsibilities, coordinates services for students with disabilities in order to provide those students equal access to the programs and services of the College. At times, the office will seek to hire students who will aid in this endeavor. These roles include but are not limited to: readers, scribes, working with students with disabilities, and/or using technology and/or tools to create access. Depending on the particular need, the requirements of the role will vary. In all cases, the ability to listen to and understand directions will be required. A willingness to work closely with students with disabilities is required. Creative problem-solving skills a plus.

More Detailed Information Available

www.beloit.edu/learning or www.beloit.edu/dss

Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☒ Work efficiently and accurately without immediate supervision

☒ Using appropriate technology and/or tools, assist office staff in creating or implementing accessible materials and/or environments.

☒ Frequently required to learn new technologies and problem-solve.

☒ Often work closely with individual students with disabilities.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: *varies by project*
- Familiarity with specific equipment, listed here: *varies by project*
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: *varies by project*
- Capable of learning new software, using technologies, and working with specific equipment. Ability to creatively problem-solve is a plus.
- At times, specific academic content knowledge is needed.