

# **OFFICE OF DISABILITY SERVICES**

## **STUDIO TECH ASSISTANT**

*This is a part-time, Federal Work-Study position that reports to the Coordinator of Disability Services and is located at JWCC's Agricultural Center in Baylis, Illinois.*

### **JOB DESCRIPTION**

- Take class notes
- Reading exams
- Scribing exams (recording verbal answers)
- Providing assistance with adaptive equipment

### **REQUIREMENTS**

- Maintain confidentiality at all times
- Ability to work with a diverse population
- Punctuality
- Attention to detail

### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. This individual will need to have good customer service and communication skills. He or she must have the ability to work both with other students/employees as well as independently. Knowledge of technical/PC equipment is also a must.

### **SALARY**

IL minimum wage

### **APPLICATION**

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Disability Services- Ag Center" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

*Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.*