

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 main campus in Quincy, Illinois.

JOB DESCRIPTION

- Take class notes
- Reading exams
- Scribing exams (recording verbal answers)
- Providing assistance with adaptive equipment
- Sorting and filing
- Basic data entry
- Other duties as assigned

REQUIREMENTS

- Ability to work with a diverse population
- Punctuality
- Attention to detail
- Maintain confidentiality at all times regarding:
 - Student disability status
 - Student contact & demographic information
 - Documentation, reports, and case notes
 - Accommodations (requests & documentation, i.e. accommodation letters)
 - All other information & documentation protected by law

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 & audio/visual equipment is also a must.

SALARY

IL minimum wage

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.

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select “Disability Services- SEC” 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.