Classroom Reader/Scribe

Job Description
The Disability Resources for Students (DRS) Office seeks an hourly student employee (undergraduate or graduate) to assist a student(s) with disabilities to access library services. This includes but is not limited to retrieving texts, reading aloud and assisting in online searches. DRS is seeking candidates that are reliable and professional.

Project Persistence
As part of our commitment to the student experience, Disability Resources for Students and the Division of Student Life will review each student employee’s academic progress via GPA reviews. The intent of these grade checks is to offer our student employees holistic support and connect students to resources and academic support services should the need arise. These reviews will begin after you complete your first quarter of employment. GPA reviews have no impact on your selection for the position or your standing as an employee once you begin employment.

Diversity Statement
At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

Supervision
This position will report to Britt Neff, Access Coordinator.

Job Hours and Pay for Student Employee
Maximum 19 hours a week, M-F, $15.45 per hour.

Schedules are based upon the needs of the student with a disability, the applicant’s class schedule and other academic responsibilities. Ideal candidates can give at least one academic term commitment.

Responsibilities
- Attend all classes and exams of student assigned to, when needed arrive early.
- Capture information written on white board during course lectures.
- Retrieve any materials being used in the library.
- Scribe for student on exams and in class course assignments.
- Read and describe graphs, images, and formulas as directed by the DRS student from the coursework in class.
- At the student’s direction assist with drafting or drawing diagrams or graphs.
- Perform related duties as assigned by DRS Counselor or Associate Director.
Minimum Qualifications for Student Employment

- Knowledge of vocabulary, terminology, and software used in AA 506 and AMATH 503
- 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.

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.

Last updated: March 2018