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| MANUAL Student Employment Career Services | SECTION Student Job Description | PAGE 1 / 2 REVISED 5/24 |
| SUBJECT <i>DRC Student Aide</i> | RANK x352 | GROUP II |

DEFINITION:

Under the general supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Assists students who are blind, visually impaired, manually disabled, or dyslexic by reading, writing, and typing as needed.
- (b) Provides classroom note-taking support, especially for students with learning disabilities and hearing impairments.
- (c) Offers limited physical assistance, especially for students in wheelchairs, such as helping with transfers from vehicles to wheelchairs, navigating busy streets, and opening heavy doors.
- (d) Carries out additional duties as required.

BASIC QUALIFICATIONS:

Excellent academic ability, reasonably rapid legible handwriting, clear speech, the capability of rendering physical assistance without self-injury, typing ability desired, and experience working with a person with a disability or special education would be advantageous.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Seek and embrace development opportunities.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening skills.
- Communicate clearly and organize so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Multi-task well in a fast-paced environment.
- Advocate for inclusion, equitable practices, justice, and empowerment, especially for historically marginalized communities.
- Demonstrate flexibility by adapting to diverse environments.
- Be present and prepared.
- Demonstrate dependability.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.

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- Use technology to improve the efficiency and productivity of their work.
- Quickly adapt to new or unfamiliar technologies or situations.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).