

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT  <b><i>DRC Student Aide</i></b>	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) Reads, writes and types for students who are blind, visually or manually disabled, or dyslexic.
- (b) Classroom note-taking, particularly for students with learning-disabilities and hearing-impairments.
- (c) Limited physical assistance, particularly for students in wheelchairs, i.e., helping a wheelchair user to transfer from auto to chair or to cross a busy street, opening heavy doors, etc.
- (d) Other duties as assigned.

BASIC QUALIFICATIONS:

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