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.
DRC Student Aide

- 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).*