

# Kishwaukee College Work Study Position

**DEPARTMENT:** Disability Services

\*Note: Students are not allowed to work in more than one department at the same time.

**JOB DESCRIPTION** (Include major duties to be performed):

Assis the identified student with a disability with assigned tasks that will allow the student equal and equitable participation in the course curriculum; Typical duties will include, but not be limited to taking notes, test proctoring, assisting with conversion of materials, scribing and verbally describing visual references of the lecture, assistance in handling/organizing materials being utilized in classroom

## QUALIFICATIONS/SKILLS REQUIRED

HS Diploma, with some College coursework; Preference of previous experience where the assistant is needed; ability to tak notes in a college level course with appropriate speed/accuracy to capture all pertinent information; ability to follow guidelines given for test proctoring activities; ability and willingness to work with students from diverse populations with diverse abilities

**NUMBER OF HOURS PER WEEK:** will vary depending on need in a given semester

**DAYS OF WEEK.** (check one):  Flexible or  Must be able to work the following days of the week: need will be determined by specific course schedules

**DEPARTMENT SUPERVISOR/COORDINATOR:** Ann Wilson

**CONTACT INFORMATION:** Office, phone, email:  
ann.wilson@kishwaukeecollege.edu

**STUDENTS MAY ALSO APPLY TO ME DIRECTLY:** YES:  NO

**DATE TO POST JOB:** immediate