



# Disability Resource Center

## Student Staff Application

<b>Office Use</b>
Received: _____
Hired: Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff Initials: _____

**Campus:**  Stevens Point  Wausau  Marshfield

### Position Descriptions *(brief)*

Students working in the DRC report to DRC Professional Staff to assist with providing academic accommodations to students with disabilities. Student staff must adhere to strict rules of confidentiality and academic integrity and be accepting of students with diverse backgrounds and abilities. *(Brief summaries/examples below. See full job description for more thorough clarification of duties).*

- *Proctor* administers exams to students with accommodations and monitors in accordance with instructors' preferences.
- *Access Aide* assists students in carrying out physical portions of classes, such as notetaking, typing, and assisting with laboratories.
- *Office Staff* performs reception/scheduling duties in the DRC, trains students in software, manages documents, and monitors exams.
- *Intern* assists with procuring digital textbooks and media, converting materials to accessible alternate formats.

### Personal Information

Name: <i>(First Name Middle Initial Last Name)</i>	Preferred Pronouns:
Student I.D. Number:	Cell Phone #:
UWSP Email: <b>@uwsp.edu</b>	
Local Address:	

### Education

Credit Year at UW-Stevens Point (currently):  Freshman  Soph.  Junior  Senior  Grad Student

Major:	Minor:
Most Recent GPA (Cumulative):	
Number of Semesters Left to Graduate:	
Expected Graduation Date:	

### Work Experience

- Are you currently employed?  No  Yes
- Are you currently employed at UWSP?  No  Yes (currently working \_\_\_\_\_ hours/week).
- Have you ever been employed by UWSP?  No  Yes
- Do you qualify for work study?  No  Yes

How did you hear of this position? \_\_\_\_\_

What DRC Positions are you potentially interested in?  Proctor  Office Staff  Access Aide  Intern

Desired # of hours per week:  1-5  6-10  11-15  16-20  21-25

### Skills *(please describe your experience/abilities)*

<input type="checkbox"/> Technology Skills:	
<input type="checkbox"/> Office/Clerical Skills:	
<input type="checkbox"/> Reading Skills:	
<input type="checkbox"/> Writing Skills:	
<input type="checkbox"/> Working with Individuals with Disabilities:	
<input type="checkbox"/> Other Skills Pertinent to the Position:	

Applicant Signature:		Date:	
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*(Application continued on next page)*

**Other**

Please attach a paragraph or two explaining what interests you about this position, and include any relevant information or interests not covered above.