

DISABILITY RESOURCE CENTER

CCC 108

STUDENT EMPLOYMENT OPPORTUNITIES

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(Weekdays between, 8:00 a.m. - 4:30 p.m.)

<h3>Office Assistant</h3> <p><i>Regular Hours. 6-10/week Minimum</i></p>	<h3>DRC Intern</h3> <p><i>Regular hours for a full year, including summer. 10-15 hrs/wk minimum</i></p>
<h3>Exam Proctor</h3> <p><i>Hours Flexible – you schedule around classes, activities, other jobs.</i></p> <p><i>At least a few per month, plus A few shifts during finals week</i></p>	<h3>Access Aide</h3> <p><i>Hours vary, depending on student needs.</i></p> <p><i>Might be attending class daily with a student, Might have no hours but remain on an “interested” list for future needs</i></p>

Fun Fact: Most student employees return to work in DRC during subsequent semesters!

Office Assistant: (6-10 scheduled hours/week minimum)

- Handling documents, files, scheduling appointments
- Greeting students, answering emails, phone calls
- Monitoring exams in small-group settings/camera
- Training students to use software
- Wage: \$10.00/hr., increase possible each semester

Proctor: (flexible hours during semester, some Finals Week)

- Monitoring exams in small-group settings
- Sometimes reading exams to students or writing
- You schedule hours as available, as little or as much as fits in your schedule. (Works well with other jobs)
- Especially needed during ****Finals Week****
- Wage: \$10.00/hr., increase possible each semester

Access Aide: (hours vary, depending on student needs)

- Tasks vary: May physically assist a student with notetaking or classroom activities, labs, writing
- Might be needed all semester for a specific class.
- Might be only occasionally (i.e. after an injury) – can be listed on a “pool” of interested people.
- Wage: \$11.00/hr., increase if returning

Intern: (regular hours for a full year, 10-15 hrs/week min)

- Year-long internship, beginning each Spring
- Document remediation for accessibility
- Procuring digital textbooks
- Wage: negotiable

Contact DRC Staff for Job Application!