

SPECIAL STUDENTS PROGRAMS AND SERVICES ASSISTANT

DEFINITION

To assist in coordinating support services to disabled students; and to provide responsible secretarial and administrative support.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Exercises technical or functional supervision over clerical staff and student assistants as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Perform a variety of secretarial and administrative support functions to assist in coordinating all available services to disabled students on assigned campus, including physically, learning, and developmentally disabled, and mentally ill students.

Prepare and maintain students' confidential records and files; type correspondence, memos and statistical materials; assist in preparing reports and budgetary estimates; answer phones.

Assist disabled students with registration and pre-enrollment; arrange on-campus transportation, special parking, and elevator key.

Administer tests; pick up tests from instructor and return to instructor as necessary.

Assist disabled students in utilizing the services of outside agencies providing assistance to disabled persons; provide referral to auxiliary resources.

Input student identification data on the computer for audit purposes.

Arrange for tutors, notetakers, or any other aids a disabled student might require for class; coordinate the use of equipment, such as typewriters, talking calculators, canes, abacus, and standard braille equipment; orient students in the use of equipment and materials.

Assist in advising disabled students including academic, vocational, and personal guidance; identify problems and provide academic advice.

Maintain and monitor payroll records for student staff; assist in the monitoring of program budget as assigned.

Develop and present in-service workshops and special programs.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONSKnowledge of:

Problems encountered by disabled students in obtaining college level education.
Agencies which serve the needs of disabled individuals.
Proper office methods and techniques.
Equipment and devices which facilitate dealing with a normal educational environment for handicapped persons.

Skill to:

Serve as a liaison between disabled students and community agencies.
Understand and carry out in an independent manner a variety of instructions in both oral and written form.
Counsel disabled students and their parents.
Organize and prioritize the work of self and others.
Type accurately at a speed sufficient to successfully perform required duties.
Establish and maintain complex and confidential files and records.
Gather and compile data, including statistics, and prepare reports.
Communicate effectively and tactfully in both oral and written form.
Assign work to, oversee, and train student assistants.
Establish and maintain effective work relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Equivalent of two years of experience in tutoring or advising disabled students at the college level.

Training:

Equivalent of two years of college with a specialization in education, counseling, or a closely related field.