Office of Accessibility
Application for Employment

Please review the application and requirements below before applying.
Complete the application in its entirety. Incomplete applications will not be considered.

All student employees in the Office of Accessibility are held to academic requirements. In order to be hired, all student employees must have and maintain a 2.25 cumulative grade point average. Student employees must also be available to work a minimum of 10 hours per week or as noted in the employment posting.

All applications will remain on file in the Office of Accessibility for one year.

Please return completed applications to **Simmons Hall 105**.

Thank you for your interest in working in the Office of Accessibility!

Today's Date: _____   Date Available for Employment: _____

Name: _____

Student ID: _____   Birthdate: _____

Campus Address: _____

Permanent Address: _____

Permanent Phone: _____   Cell Phone: _____

Preferred Email Address: _____

Major: _____   Anticipated Graduation Date: _____

Please indicate your availability to work for the **semester** which you are applying.

Monday: _____   Thursday: _____

Tuesday: _____   Friday: _____

Wednesday: _____

Number of hours desired to work per week: _____

General Questions

For which position are you applying?*　　□ Office Assistant　　　　□ Accessibility Assistant
　　　*See job descriptions on last page of application

Have you ever worked on campus before?　　　　　　　　　□ Yes　　　□ No

Do you currently qualify for federal work study?　　　　　□ Yes　　　□ No

Have you ever been convicted for a misdemeanor or felony offense?　□ Yes　　　□ No

How did you learn about this position?
　　□ Student Employment Job Postings
　　□ Office of Accessibility Website
　　□ Office of Accessibility Employee – Name(s): _____
　　□ Friend – Name (s): _____
　　□ Other: _____

What skills or abilities would you bring to the Office of Accessibility? _____
_____
_____

Identify two skills that you would like to further develop. _____
_____
_____

Describe your experience working with students with disabilities. _____
_____
_____

What interests you about working in the Office of Accessibility? _____
_____
_____

Proficiencies

□　Adaptive Technology	□　Filing	□　Reception
□　Computer Skills	□　Marketing	□　Scanners
□　Conflict Management	□　Microsoft Office	□　Typing
□　Customer Service	□　Peer Mentoring	

Previous Employment and/or Volunteer Experience

Please list the two most current employment or volunteer experiences.

Employer: _____

Job Title: _____ Dates of Employment: _____

Duties: _____

Supervisor: _____ Supervisor Phone: _____

Reason for Leaving: _____

May we contact this employer: ☐ Yes   ☐ No

Employer: _____

Job Title: _____ Dates of Employment: _____

Duties: _____

Supervisor: _____ Supervisor Phone: _____

Reason for Leaving: _____

May we contact this employer: ☐ Yes   ☐ No

References

Name: _____

Title: _____ Phone: _____

Relationship: _____

Name: _____

Title: _____ Phone: _____

Relationship: _____

I certify that, to the best of my knowledge, the information provided on this application is accurate. I authorize the Office of Accessibility to verify any of the information available on this application.

Signature: _____ Date: _____

Office of Accessibility Job Descriptions

Office Assistant
- Provide quality customer service for parents, students, and the campus community on a timely basis using all resources to assist client's questions.
- Assist Office Manager, as needed, with testing requests.
- Responsible for greeting students and visitors, answering the phones, filing, copying, and recording confidential files.
- Learn about the application of the Americans with Disabilities Act in higher education.

Accessibility Assistant
- Provide quality customer service for parents, students, and the campus community on a timely basis using all resources to assist client's questions.
- One-on-one interaction with students with disabilities as a reader and/or scribe. Participate as a peer mentor in office's Peer Assistance for Support and Success program.
- Assist Notetaking Coordinator with recruitment of notetakers
- Train and support students with disabilities on adaptive technology and software.
- Process alternative format requests listed in office database. Conversion of textbooks to alternative media.
- Will be responsible for answering the phones, filing, copying, and recording confidential files in absence of Office Assistant.
- Learn about the application of the Americans with Disabilities Act in higher education.