Disability Resource Center (DRC) Scribe/Reader, 00622

Salary: $13.50 Hourly

Location: Bellevue WA, WA

Job Type: -Hourly

Division: Student Affairs

Job Number: 00622

Job Status: Part-Time

DESCRIPTION

Summary of Department:

The Disability Resource Center (DRC) is dedicated to service excellence in the provision of comprehensive and flexible accommodation plans which contribute to the successful academic endeavors of qualified students who have disabilities. The DRC works in innovative ways to provide teaching and learning opportunities to college employees and community partners which further the understanding and success of the students we serve. The DRC nurtures and coaches its students in skills necessary to achieve success academically and in promoting essential life skills which will integrate students who have disabilities into the overall pluralistic fabric of the community.

POSITION DUTIES

Summary of Position:

We are taking applications for our Scribe/Reader pool. Scribe/Readers may work with students in classes or during tests. Primary responsibilities in the class are to write notes and potentially read or share student responses; primary responsibilities during tests are to read test content and to write student responses exactly as dictated. Scribe/Readers are not responsible to know course material but an understanding is preferred.

Scribe/Readers for classes typically assist the course for the entire quarter. These are determined based on student needs in courses and Scribe/Reader availability around the start of each quarter and can range from 1 to 3 hours. Scribe/Reading for multiple courses is allowed. Scribe/Readers for tests typically assist for an entire test. These are determined based on student needs for individual tests and Scribe/Reader availability. Because tests are set up throughout the quarter, requests for work happen continuously and sometimes with only 1 day's notice. Shifts range from 1 to 6 hours.

Position works hourly on flexible schedule determined by which course(s) or test(s) they sign up for

QUALIFICATIONS/CORE COMPETENCIES

Minimum Qualifications:

• Effective communication, including being able to modify voice for in-class ‘whispering’
• Good note-taking ability
• Ability to work with diverse student populations
• If interested in Scribe/Reading for a course, ability to attend all course meetings and proactive notice if unable to attend
SPECIAL INSTRUCTIONS FOR APPLICANTS
How To Apply:

If interested, please send resume to Disability Resource Center at mailto:drc@bellevuecollege.edu or contact DRC front desk at 425-564-2498 for any question.

To apply, visit https://apprkr.com/1928920

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