

COTC - OSUN
Student Employment Job Description

Job#: 39622

Department: Office of Disability Services

Job Title: Adaptive Technology Lab Assistant

Supervisor: Connie Zang **Phone #:** 740-366-9441 **Email:** zang.3@osu.edu or czang@cotc.edu

Hourly Rate: \$ 8.75

Terms job is available: Summer Autumn Spring
Times job is available: Mornings Afternoons Evenings Weekends

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

THIS IS A FEDERAL WORK STUDY POSITION

Qualifications:

- GPA 3.0 with at least one semester on campus
- Grammar, reading and spelling proficient
- Detail oriented; Time management; organization
- Problem solving skills
- Computer knowledge
- Willing to learn
- Professional and positive attitude
- Diversity minded

Summary of Duties:

- Reformat books
- Maintain assistive technology
- Demonstrate assistive technology and software to students, faculty, and staff
- Maintain appropriate use of lab and equipment
- Report equipment and supply needs to DS Director and Case Manager
- Report equipment and system malfunctions to DS Director and Case Manager

Background check required for selected applicant.

This job does not replace a full-time employee.

COTC Account #: 53025

OSU Org-Fund #: 09735-012510

OFFICE OF FINANCIAL AID USE ONLY

Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No

Students in this job provide services to students with disabilities Yes No

Background Check Required? Yes (RD) No