

Revels, Mark

From: Rigsby, Hayley
Sent: Monday, October 09, 2017 10:23 AM
To: Revels, Mark; Leptinsky, Jennifer
Subject: Seeking Student Worker Tech for SARC

Greetings, CIT Staff –

I am hoping to spread the word about an opportunity in the Student Accessibility Resource Center (SARC). We are seeking a student worker who would be able to assist student with technical/software/application questions. Below is the job description.

If you have any students in mind or access to a pool of students that may be interested, please send them my information. Would you be able to send this around to the students/faculty in your department? Do you have any students in mind for the position?

I have also be reached out to the student staff listed on the AMS site to see if they may have peers interested in this information.

With great appreciation for your time,

Hayley Rigsby | Office Assistant
Western Kentucky University
Student Accessibility Resource Center
(270) 745-5004 | DSU 1074

Student Technical Assistant for the Student Accessibility Resource Center

How to Apply: Email your resume and cover letter to sarc.connect@wku.edu with the subject “Student Tech Position”. To learn more about our office, feel free to visit www.wku.edu/sarc/. You are also welcome to call and ask general questions about the position.

Schedule: To Be Discussed. Can work up to 20 hours per week.

Beginning Date: As soon as possible

Pay: \$8/hour; \$8.50/hour with substantial work experience.

- We are looking for a student with knowledge of operating applications and technology. Experience with assistive technology is preferred but not required.
- The candidate would need to be proficient in basic computer skills and operations, namely Office products.
- The candidate should have experience as a student user of Blackboard and TopNet. Experience with Pearson Labs would be preferred but is not required.
- The candidate must have the ability to learn Sonocent’s notetaking app, Read & Write 11’s screenreader, and additional assistive technology as requested.

- The candidate must have the ability to further their knowledge of Blackboard, TopNet, and other WKU sites/systems.
- Must be able to explain applications, software/programs, and websites (i.e. Blackboard) to students needing assistance.
- The candidate must have good communication skills, have driven problem-solving skills, have apt troubleshooting skills, be able to give clear instructions over the phone as needed, and be self-starting and self-motivated.
- The employee will also be responsible for assisting student worker and professional staff as needed.
- This position demands both integrity and accountability. You may be exposed to confidential information for which you must uphold such confidentiality. You will also be working in a field that demands anonymity for its clients. You are expected to maintain impeccable attendance to meet the demands of the job.