



Vacancy Announcement

Part Time Hourly Program Assistant for Disability Support Services

Cascadia Community College has [earned a national reputation for excellence](#), with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of **Part Time Hourly Program Assistant for Disability Support Services**. This is a Part-Time Hourly, non-benefited position that works up to 15 hours per week.

The successful applicant will have the following qualifications:

Minimum Qualifications

- High school graduation or equivalent
- 2 years experience in an office setting working with Microsoft Office Suite, particularly Excel
- 1 year experience working directly with individuals with disabilities
- 1 year experience working under Americans with Disabilities Act (ADA) compliance

Preferred Qualifications

- Associates degree
- Use of online Course Management System (CMS) such as Angel or Blackboard
- Experience with Microsoft SharePoint, especially editing
- Experience with conversion of alternate media such as print media to audio format
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

The anticipated start date for this position is March. This is a part-time, temporary position scheduled to work 15 hours a week.

Application Procedure: Applicants must submit the following for a complete application:

- [Cascadia Community College application form](#) ([click here](#))
- **Cover letter** (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- **Resume**
- **Federal and State Reporting Form** (optional)

Complete applications will be received until the position is successfully filled. However, application packets received by **Monday, February 6th 2012 by 9am** will be given priority consideration.

Application submissions should be sent to applicant@cascadia.edu; **please write in the subject line of the email: PTH PA-DSS.**

Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College.

For questions related to this position, please email applicant@cascadia.edu. Corrected or extended notices for this recruitment will be posted on the College's website (www.cascadia.edu/employment).

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.



Part Time Hourly Program Assistant for Disability Support Services

Full or Part Time:	Part-Time, Hourly	Salary:	\$12.71
FLSA Status:	Overtime Eligible	Supervising Position:	Disability Support Services Coordinator
Duration:	Temporary	Union Representation:	N/A

Position Summary

This position reports to the Disability Support Services Coordinator and is responsible for providing support services for students with disabilities and assisting the college in meeting the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Under general supervision, the Program Assistant for Disability Support Services performs work requiring knowledge and experience specific to providing resources, technical support and orientation to instructional and support staff of students with disabilities; independently coordinates acquisition of materials and supplies; tests and installs assistive devices and technology solutions; maintains records; and performs administrative tasks.

Essential Duties and Responsibilities

Duties & Responsibilities include but are not limited to the following:

Frequency

Materials/Resources Coordination

- Schedules and maintains appointment calendars. Maintains documents, files and records (e.g. computerized checkout system/database, requisitions, assistive devices, instructional material inventory, etc.) for the purpose of providing up-to-date reference and audit trail. This includes coordinating and updating the Alternate Format book library and database.
- Prepares a variety of written materials (e.g. product evaluations, procedures, instructions, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, incoming deliveries, etc.) for the purpose of disseminating information and/or materials to appropriate parties and equipment library.
- Researches needed information on physicians and school districts as needed.

Weekly 35%

Direct Service to Students

- Works with Enrollment Services to coordinate and proctor exams.
- Orients students on accommodation policy and procedures (e.g. in-services, workshops, and individual sessions) for the purpose of ensuring their understanding of their letters of accommodation.
- Orients students on use of assistive devices (e.g. in-services, workshops, and individual sessions) for the purpose of ensuring their ability to use new and/or existing devices.

Weekly 20%

Academic Accommodations

- Consults with instructors, the Information Systems team and other staff on requirements and operation of assistive devices for the purpose of ensuring the ability to use new and/or existing

Weekly 40%

devices.

- Assists with procurement of assistive devices, supplies and materials for the purpose of maintaining availability of academic accommodations and creates alternate format text.
- Assists with researching assistive devices, computer hardware and software applications, vendors, consultants, etc. for the purpose of being knowledgeable on trends and recommending acquisitions.
- Assesses malfunctions of assistive devices including hardware and/or software applications for the purpose of determining appropriate actions for restoring functionality.

Other

Weekly 5%

- Performs other duties as assigned.

Education and Experience

Minimum Qualifications

- High school graduation or equivalent
- 2 years experience in an office setting working with Microsoft Office Suite, particularly Excel
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Preferred Qualifications

- Associates degree
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Required Knowledge, Skills and Abilities

- Knowledge of Americans with Disabilities Act (ADA)
- Excellent verbal & written communication skills in both group and individual settings
- Skill in handling confidential information appropriately
- Ability to work in a fast paced environment
- Ability to handle high stress/emergency situations by diffusing tension and responding appropriately to immediate needs
- Ability to manage and organize multiple complex assignments with competing deadlines and priorities

Physical Work Environment

Positions in this class typically require: keyboarding, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Condition of Employment

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

Temporary hourly employees are exempt from civil service rules and regulations. Such employees work for the college on an as-needed basis and are paid an hourly wage for work performed in specific assignments. These positions are typically not eligible for benefits. This is a part-time, temporary position scheduled to work 15 hours a week.

Note

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.