**Job Title:** Classroom Assistant (CA)

**Vacancy Type:** Support Staff Part-time/Contract (up to 24 hours/week)

**Term:** Fall 2015 and Winter 2016 (September 01st, 2015 – April 30th, 2016)

**Department:** AccessAbility Services

**Posting Date:** July 20, 2015

**Closing Date:** August 21, 2015

**Rate:** $20/hr

AccessAbility Services requires a Classroom Assistant to assist students with disabilities to ensure reasonable academic accommodations.

**Responsibilities:**

* Provide a variety of services for students including reading, scribing, transcribing, manual and or computer note taking, navigating and orientation, research assistance and classroom set up, help getting around UW campus, getting lunch
* Ensure that the student understands instructions, assist with application, set up equipment, or otherwise support that student attending class

**Qualifications:**

* At least one year experience working with students with disabilities
* Has a University or College degree or in the process of receiving one but in a coop education system
* Training similar to that required for work as an Educational Assistant, Disability Services Worker, Child and Youth Worker, Development Service Worker or Personal Service Worker
* Excellent interpersonal (demonstrate professionalism, patience, maturity and flexibility) and communication skills
* Proficiency in Microsoft Office and strong computer-related skills
* Knowledge of education accommodations and communication needs of persons with disabilities
* Part time position/contract; working flexible hours corresponding to the student’s schedule

We thank all applicants. Only those selected for an interview will be contacted.