**Disability Access Services - Accessible Formats Assistant**

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**Please see Special Instructions for more details.**

Please apply into this posting and provide all required application materials. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

**Position Information**

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| **Position Title** | Student Support Services |
| **Job Title** | Disability Access Services - Accessible Formats Assistant |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 |
| **Max Hourly Rate** | \* |
| **Position Summary** | Disability Access Services (DAS) facilitates access to University programs and services for students, faculty, staff and visitors with disabilities through accommodations, education, consultation and advocacy. As part of the Office of Student Life, DAS supports students through various transition experiences within OSU, supports students learning and self-empowerment and ultimately graduation.  The recruitment process will be used to fill 2 positions (a maximum of 20 hours per week) Accessible Format Assistant(s) for Disability Access Services at Oregon State University.  Accessible Formats Assistant, play a vital part in providing accessible content to Oregon State University students whom need it. Accessible Formats Assistant uses a variety of tools and techniques to provide content in various electronic and physical formats. |
| **Position Duties** | • Work in a team environment to convert/modify various formats (media, print) into an accessible alternative for students. This may include communication with students DAS serves, DAS staff, and OSU faculty. • Update and maintain database information to deliver accessible content in a timely manner. • Work with Supervisor and peers in creating new and improved procedures and materials to support the delivery of accessible contents. • On campus technology delivery • Assist in training and developing new Accessible Formats Assistants. • Other duties as assigned. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | • Effective oral/written communication • Ability to follow directions • Ability to maintain a dependable work schedule • Ability to maintain confidentiality |
| **Preferred (Special) Qualifications** | • Ability to learn new technologies  Previous experience in student services. |
| **Working Conditions / Work Schedule** | The student worker may be required to work up to an approximate 20 hours per week. |

**Posting Detail Information**

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| **Posting Number** | P02967SE |
| **Number of Vacancies** | 2 |
| **Anticipated Appointment Begin Date** | 03/01/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/14/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 02/28/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | Please apply into this posting and provide all required application materials.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**