Chapter 1:

General Information About Our Services

# About Disability Support Services

“The mission of the Office of Disability Support Services at California State University, Fullerton is to increase access and retention for students with permanent and temporary disabilities by ensuring equitable treatment in all aspects of campus life. The program acts as a catalyst and agent for compliance with Federal and State laws and regulations mandating equal opportunity and access for persons with disabilities. Disability Support Services provides co-curricular and academically related services which empower students with disabilities to achieve academic and personal self-determination.” (<http://www.fullerton.edu/dss/>)

# Job Duties

As computer lab assistants, you are required to assist students registered with DSS with technology and our services. As a computer lab assistant, you should be able to:

* Assist students with technology-related questions or problems.
* Have an understanding of accessible software and technology.
* Know how to navigate and use Titanable.
* Help students send letters of accommodation.
* Be able to navigate the Student Center and Titanium.
* Acting as a “scribe” for students who are unable to use the computers.
* Direct students to the front office or refer them to correct department and/or resources.
* Assist students to the best of your ability.
* Do any assigned work that comes up.