



**Position Title:** Part-Time Access Services Assistant

**Job Code:** 8300

**Reports To:** Learning Disability Specialist

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Access Services Assistant performs provides direct services to students with disabilities. Monitors record keeping and conducts administrative support duties for the Access Services Department.

**Duties & Responsibilities:**

- Sorts and distributes mail
- Assists others in completing documents, prepares memos, type reports
- Conducts research, reviews invoices.
- Maintaining and updating all student records in files, ACCESS student database and on Odyssey.
- Coordinates activities for staff and/or students.
- Responsible for all Course Substitutions and all CLAST waivers are addressed or resolved immediately.
- Perform other duties as assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree or equivalent credits and three (3) or more years' work experience
- Excellent oral & written communication as well as computer skills
- Ability to maintain confidentiality and work in a multi-ethnic, multi-cultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name