



**Position Title:** Part-Time Auxiliary Aid Coordinator

**Job Code:** 8349

**Reports To:** Campus Access Director

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Auxiliary Aid Coordinator assists students with disabilities and assists in a variety of ways to support the mission of the Department.

**Duties & Responsibilities:**

- Recruits, interviews, hires and trains auxiliary aid staff such as tutors and note takers
- Coordinates auxiliary aid staff schedules accordingly with the student's academic needs
- Monitors student success and maintains communication with students throughout the semester
- Coordinates test proctoring services for disabled students
- Coordinates student accommodations with faculty when necessary
- Advises disabled students regarding their academic and career goals
- Maintains communication with external community agencies to seek appropriate resources for students
- Assists students to access information regarding the College and/or disability awareness issues
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree from a regionally accredited institution and two (2) years of experience Knowledge of College Programs, advisement policies and procedures
- Outstanding communication skills, both oral and written
- Ability to manage a case load of 100 or more students
- Ability to manage multiple tasks in a fast-paced environment
- Ability to work in a multi-ethnic/multi-cultural environment.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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