

Seminole State College

NASNTI Access Lab Assistant

TITLE: Access Lab Assistant
DEPARTMENT/DIVISION: NASNTI
DATE PREPARED: 5/23/2024
REPORTS TO: NASNTI Student Support Specialist
CLASSIFICATION: Part-Time

POSITION SUMMARY

Under the general supervision of the NASNTI Student Support Specialist, the Access Lab (AL) Assistant will offer support to students, faculty, and staff by providing assistance with the use of assistive devices, computer equipment, and computer software in the AL. The AL Assistant will promote the AL, its assistive technology, and services.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists all patrons who come into the AL with the use of assistive devices, computer equipment, and computer software.
- Learns how to use all assistive devices, computer equipment, and computer software.
- Works in a professional manner and ensure the AL is used for its intended use and AL rules are followed.
- Promotes the AL and give tours of the space, assistive devices, equipment, and software.
- Maintains the cleanliness of the AL and equipment.
- Handles confidential information with tact and discretion.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Assist with the research of assistive devices and software.
- Assist with small projects and events for the NASNTI grant program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- Knowledge of computers and computer software is a plus.
- Completion of at least 12 college credit hours preferred.

Skills:

- The AL Assistant will be expected to learn how to use all the assistive devices, equipment, and software in order to successfully assist students, faculty, and staff.
- Verbal and written communication skills are essential.

Abilities:

- Maintain professionalism and establish rapport with patrons of the AL.
- Ability to present to small groups.

OTHER REQUIREMENTS:

- Applicant **must be** a current student at Seminole State College of Oklahoma.

APPROVALS:

Supervisor: _____ Date: _____

Director: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the College's needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____