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**Job Title:** Student Assistant

**Department:** The Office of Accommodations and Accessibility Services
**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible with class schedule)

**Position Summary:**

The Student Assistant for the Office of Accommodations and Accessibility supports the office’s mission to ensure equal access and inclusion for students with disabilities. The student employee will assist with administrative duties, promote accessibility awareness, and support initiatives aimed at fostering a campus culture of equity and respect. This position provides valuable professional experience in a compliance-driven, student-centered office that is essential to academic success and student well-being.

**Purpose and Learning Outcomes:**

* Gain an understanding of ADA, Section 504, and disability accommodation policies in higher education.
* Develop professional skills in handling confidential and sensitive information.
* Improve organizational and administrative competencies in a fast-paced office.
* Promote inclusivity and accessibility within the university community.
* Enhance communication and advocacy skills through direct support of accessibility services.

**Key Responsibilities:**

* Greet and assist students, faculty, and visitors with professionalism and discretion.
* Perform clerical tasks such as answering phones, scheduling appointments, and data entry.
* Assist with organizing and promoting accessibility workshops and awareness events.
* Help prepare accommodation letters, maintain electronic filing systems, and manage confidential records in accordance with , HIPPA, FERPA and ADA regulations.
* Maintain up-to-date knowledge of office protocols and ensure that students are appropriately referred for services.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Currently pursuing a degree in Biology, Communicative Sciences & Disorders, Counseling, Family & Consumer Science, Psychology, Social Work, Sociology, or a related field.
* Experience working with diverse populations or in student support services.
* Familiarity with principles of equity, inclusion, and accessibility.
* Ability to manage multiple priorities while maintaining a high level of attention to detail.

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5.
* Strong communication, interpersonal, and organizational skills.
* Commitment to confidentiality and sensitivity to issues related to disability and inclusion.
* Availability to work 15-20 hours per week during regular business hours.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Equity and Inclusion: The student will demonstrate the ability to interact respectfully and effectively with individuals from diverse backgrounds, ensuring consistent and equitable customer service for everyone.
* Professionalism: The student will understand and adhere to HIPPA, FERPA and ADA regulations, and effectively communicate their importance in a professional setting.