

STUDENT SERVICES SPECIALIST

GENERAL STATEMENT:

Provides assistance to the Disability Services/CAPS Coordinator

REPORTS TO:

CAPs Coordinator

OCCUPATIONAL GROUP:

Clerical

FLSA: Non-exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High School diploma

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

At least five (5) years experience working with college students.

OTHER:

Experience assisting disabled students preferred.

DUTIES AND RESPONSIBILITIES:

- Assist with interviewing and evaluation of students for disability services and tutoring.
- Assist with the evaluation of note-takers, readers, and interpreters for disability services.
- Assist with the scheduling of tutors and tutees.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Some nights and weekend work require

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 8/9/11
JD491

Revised: