

Student Assistant Job Description

Disabled Students Programs & Services (DSPS)

Student Employees provide a wide range of support services for Disabled Students Programs & Services (DSPS).

Employees are trained to assist with office operations, alternative testing services, student support, DSPS portal/database, and campus transportation.

This position requires professionalism, confidentiality, strong customer service skills, and the ability to work independently and collaboratively while supporting students with disabilities.

Essential Duties and Responsibilities:

- Maintain strict confidentiality of student and staff information in accordance with department policies and applicable privacy laws.
- Demonstrate professionalism, courtesy, and respect when interacting with students, faculty, staff, and the public.
- Perform routine clerical duties to support office operations.
- Maintain student records, including filing, archiving inactive records, and purging outdated documents.
- Operate standard office equipment, including computers, printers, copiers, scanners
- Answer incoming telephone calls, greet visitors, and direct inquiries appropriately. Make phone calls to students, campus staff, and faculty regarding DSPS related inquiries.
- Help students schedule appointments with DSPS counselors, Hi-Tech and Learning Specialists, using DSPS scheduling databases.
- Assist students in navigating DSPS Vaqueros portal/database to complete DSPS applications and other necessary forms, scheduling exams, and/or scheduling tutoring appointments.
- Monitor students during examinations and maintain a quiet, secure testing environment.
- Provide support to DSPS Proctor as needed.
- Prepare and clean individual testing rooms before and after exams.
- Transport of students, faculty, and staff within the campus driving the DSPS Tram while following all campus traffic regulations, departmental policies, and safety procedures. Complete the safety training for the ADA accessible tram.
- Conduct basic safety inspections of the tram before use and promptly report maintenance or safety concerns.
- Assist campus departments with transporting materials or equipment between campus locations as assigned.
- Assist with special projects and other departmental assignments as needed.
- Work effectively both independently and as part of a team.

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Minimum Qualifications:

- Basic proficiency with Microsoft Office (Word, Excel, and PowerPoint)
- Ability to operate standard office equipment, including printers, copiers, scanners, and computers.
- Strong communication and customer service skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to multitask and adapt to changing departmental needs.
- Ability to follow oral and written instructions accurately.
- Valid California Driver's License required for employees assigned to tram driving duties.

Position Details:

Pay rate: \$16.90/hr

Hours: TBD, within normal department hours of operation
approximately 10-15 hours per week

QR Code Link to Application:



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