DISABLED STUDENT CENTER SPECIALIST

CLASS SUMMARY

Under direction – assists in the planning, supervision and overall operations of the Disabled Student Center; performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Recruits, trains and supervises student workers; schedules and reviews the work of student workers; counsels disabled students; provides liaison and communication assistance between students and instructors; coordinates activities of the Center in Coordinator's absence; participates in development of the college's disabled student policies; oversees maintenance and upkeep of Center library; serves as liaison between Center and the State Department of Vocational and College for resources available through the State.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Disabled Student Center Coordinator and supervises the activities of a number of student workers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to 6 months experience in a position that involves considerable public contact with disabled persons.

Knowledge and Abilities

Knowledge of: human behavior and principles of psychology; good written and spoken English, appropriate to disabled college level students; relevant college procedures, policies and programs; college and community resources available for dealing with disabled student problems; principles and techniques of para-professional counseling related to student interests and problems.

Ability to: interview and assist a wide variety of disabled students in helpful and mature ways; refer students to resource materials and other offices where further assistance may be obtained; give explanations to individuals and groups of students; establish and maintain effective relationships with students and employees; understand and follow oral and written instructions; be sensitive to students from diverse backgrounds; perform clerical, filing and supportive duties; maintain a proper counseling environment.