

FEDERAL WORK-STUDY

ACCESSIBILITY ASSISTANT

This is a part-time, Federal Work-Study position that reports to the Disability Services Coordinator and is located on the main JWCC campus in Quincy, Illinois.

POSITION DESCRIPTION/DUTIES

This position provides support to the Disability Services Coordinator. Primary responsibility includes, but not limited to:

- Assisting with accessibility projects involving web access, pdf conversion, documentation audits, etc.

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Ability to use Microsoft Office as well as audio/visual equipment is helpful. Strong communication and customer service skills as well as working independently are a must.

SALARY

IL minimum wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Accessibility" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.