



Office of Disability Resources

Position Title: ODR Student Assistant

Reports to: Program Coordinator - Testing

General:

The ODR Student Assistant is an integral member of the department and contributes to achieving the mission in advocating for students with disabilities and providing equal opportunities and equal access to education, programs and activities at Drexel University.

This position is physically located within the testing center space on both the University City Campus and the Center City Campus. In response to COVID-19, the position may require in-person and virtual proctoring.

Exam Proctoring:

- Proctor exams for students registered with ODR and approved testing accommodations.
- Ensure that students receive their approved accommodations and that the integrity of exams are maintained.
- Assist in the preparation of exams for students.
- Coordinate the receipt and drop off of exams to and from professors, ensuring the security of the exams is maintained.
- Learn the ClockWork database used for tracking and scheduling exams.
- Scribe and/or human reader for student exams, as needed.
- Provide excellent customer service to students, faculty, and staff.

Experience:

- Have the ability to work at least 20 hours per week between the hours of 7:30am and 5:30pm, Monday through Friday
- Possess excellent communication, organization, time management, and writing skills

NO EXPERIENCE IS REQUIRED!

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any other prohibited characteristic. Please visit our website to view all University Policies and Workplace Postings.

Background investigations are required for all new hires as a condition of employment, after the job offer is made. Employment may not begin until the University accepts the results of the background investigations.

If interested, please submit your resume and cover letter to Emily Glassman at eag57@drexel.edu.