

## **ACCESS ASSISTANT POSITION – UNDERGRADUATE & GRADUATE STUDENT OPENINGS**

Access Assistants will work within the **Department of Chemistry** and will report directly to a Postdoctoral Associate in the field of Computational Chemistry who is blind. The Access Assistant supervisor will provide weekly scheduling and day-to-day direction to the Access Assistants by assigning work. Qualifications and essential functions are as follows:

### **QUALIFICATIONS**

#### **ESSENTIAL**

- Undergraduate or Graduate student in a degree-seeking program
- Ability to work a minimum of 10 hours/week
- Desire to work with persons with disabilities
- Familiarity with computers (both PC and Mac)

#### **PREFERRED**

- Excellent communication skills (written, verbal, and listening skills)
- Must be comfortable taking notes and working independently
- Major in a science-related field, especially Chemistry or Computer Science, is preferred
- Experience with persons with disabilities
- Demonstrated ability to learn new computer software, both administrative and scientific, quickly
- Ability to perform scientific literature searches using a variety of databases
- Ability to research technical information quickly on the internet
- Comfortable in Windows, Mac, and Linux environments and accompanying software applications, especially MS Office (Word, PowerPoint, and Excel), and Endnote Reference
- Familiarity with structure and syntax of coding languages including Fortran and Python in order to be able to assist in debugging code
- Attention to detail
- Flexible and accommodating
- Ability to work with others

### **ESSENTIAL FUNCTIONS OF THE JOB**

- Provide 1:1 assistance for the Postdoctoral Associate
  - Must be reliable and attend all scheduled hours assigned to ensure that note-taking and communicating services are provided. Must be flexible to meet the day-to-day demands that may change on a daily or weekly basis.
  - Ability to read out loud and/or record written text and notes from graduate-level textbooks and scientific journals. Material will include graphical information in the form of mathematical equations, chemical formulas, tables, charts, and graphs
  - Description of visual data will be required to allow for interpretation by the Postdoc
  - Learn how to utilize many types of assistive technologies including digital readers, screen readers, screen enlargers, and software environments. Ability to conduct product research, software updates, software installation.
  - The Access Assistant must know his/her abilities and limitations and be able to openly communicate these to the Postdoc, and be willing to engage in professional development and preparation so that services are provided at the highest level possible
  - The Access Assistant must uphold high ethical standards while performing his/her role as an accommodation agent, allowing the person he/she is working with to do her own work and make her own errors, correction strategies, and successes
  - Other duties as assigned
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**Questions?** Contact: Annie Bartels  
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