**The Register of Support Providers at Queen’s University**

**Campus Assistant (General)**

**Role Purpose**

To assist students with disabilities with orientation around the campus and to access University facilities.

**Main Duties**

* To assist the student in accessing campus facilities as required.
* To open doors, carry bags, assist with canteen facilities and orientation around campus.
* To adhere to health and safety procedures.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

**The Register of Support Providers at Queen’s University**

**Campus Assistant (Specialist)**

**Role Purpose**

To assist students with disabilities with practical issues around campus orientation, accessing University facilities and with the provision of certain specialist support depending on the student’s support needs, course requirements, subject background, etc.

**Main Duties**

* To adhere to health and safety procedures.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

**General Duties:** To assist the student access campus facilities as required. Duties may include opening doors, carrying bags, helping with canteen facilities and orientation around campus.

**Specialist Duties:** In addition to the above and subsumed within the role, a Specialist Campus Assistant may also be required to provide support in other roles (Note Taker, Library Assistant, etc.) along with certain specialist tasks. For example, specialist tasks may include supporting the student gain access to the practical aspects of their course in a science laboratory, technical workshop or studio situation.

In a laboratory, workshop or studio scenario, a Specialist Campus Assistant might:

* Provide specialist assistance to students with visual, mobility or manual dexterity difficulties.
* Provide specialist practical support with equipment in studios / architectural workshops and with PC operation and data input in computer laboratories.
* In scientific laboratories, provide help with specialist equipment set up / use and the undertaking of experiments. May also include reading instructions, recording experiment results and taking notes.

**Please note:** The overall aim of Specialist Campus Assistance is to give students control, choice and flexibility to allow full participation in practical classroom activities.

As each Specialist Campus Assistant role will be determined by both the student’s individual needs and the particular requirements of that student’s programme of study, the key duties of Specialist Campus Assistants will vary from student to student.

**The Register of Support Providers at Queen’s University**

**Campus Assistant**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Educated to A-level standard or equivalent, e.g., BTech, HND, Irish Leaving Certificates, Scottish Highers, Foundation Certificate. |
| **Previous Experience / Training** | Essential | Experience of providing assistance to physically or mentally disabled people including those with learning difficulties.  Specialist skills or experience of the specialist task as required (Campus Assistant Specialist). |
| Desirable | Experience of a university / further education environment. |
| **Job Related Achievements** | Essential | Good orientation skills.  Ability to carry out the specialist tasks (Campus Assistant Specialist). |
| Desirable | Awareness of health and safety issues. |
| **Inter-personal Skills** | Essential | Good communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |