Dear Applicant,

Thank you for your interest in the Captioning Assistant and Textbook Reproduction Assistant positions in the Office of Disability Services (ODS). The following information will assist you as you complete your application for the position.

When applying for the position, you will need to provide the following items to ensure that your application is complete:

1. Resume
2. Application form (attached)
3. Student Employment Availability Schedule

**Please complete the Application and Availability Schedule and return them, along with your Resume, to the Office of Disability Services (ODS).** **You can email your application packet to** **casaresl@wou.edu** **or drop your application packet off at ODS in the Academic Programs and Support Center - APSC 405.**

Again, thank you for your interest in the position. If you have any questions related to the position, please contact Louann Casares at casaresl@wou.edu or 503-838-8250.

We look forward to receiving your application.

Sincerely,

Louann Casares

***Louann Casares***

Notetaking/Captioning Accommodation Coordinator

Administrative Program Specialist | Western Oregon University | Office of Disability Services |
345 N. Monmouth Ave | Monmouth, OR 97361 | APSC 405 | P: (503)838-8250 | F: (503)838-8721 | casaresl@mail.wou.edu