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| Job Title | <u>Accessibility Student Assistant</u> |
| Office/Department | <u>Academic Support and Advising</u> |
| Location/Building | <u>Cole Library</u> |
| Supervisor (Title of Supervisor) | <u>Coordinator of Academic Support and Advising</u> |
| Rate of Pay if not Minimum Wage | <u>Minimum Wage</u> |
| Position Summary | <u>Coordinate the process for making course materials accessible for students with disabilities.</u> |
| Principal Duties and Responsibilities | <u>Work in collaboration with the Coordinator of Academic Support and Advising and the faculty members each block to ensure all materials are accessible for students with disabilities. This includes using technology to add alternative tags to images, ensure readability with a screen reader, and captioning of videos.</u> |
| <input type="checkbox"/> Phone Coverage <input type="checkbox"/> Data Entry <input type="checkbox"/> Research Assistant <input type="checkbox"/> Tutoring <input type="checkbox"/> Athletic Training <input type="checkbox"/> Maintenance <input type="checkbox"/> Receptions/Registrations <input type="checkbox"/> Customer Service/Public Relations <input checked="" type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Dreamweaver <input type="checkbox"/> Troubleshooting PCs <input type="checkbox"/> Sports Information <input checked="" type="checkbox"/> Audiovisual Skills <input type="checkbox"/> Library Circulation Desk <input type="checkbox"/> Photography <input checked="" type="checkbox"/> Maintain Inventory <input type="checkbox"/> Heavy Lifting Required | <input type="checkbox"/> Photocopying <input type="checkbox"/> Cataloging <input type="checkbox"/> Operate Switchboard <input type="checkbox"/> Scheduling <input type="checkbox"/> Telemarketing <input type="checkbox"/> Supervisory Responsibilities <input checked="" type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Installing Hardware <input checked="" type="checkbox"/> Internet Searches <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Sports Statistician <input type="checkbox"/> Shelving Books <input type="checkbox"/> Interlibrary Loan <input type="checkbox"/> Food Preparation <input type="checkbox"/> Cash Register Skills |
| Additional Job Qualifications | <u>Able to maintain confidentiality of student information. Able to communicate with faculty about course materials. Able to adapt to new technologies to maintain accessible course materials for students with disabilities, including speech to text software, and captioning.</u> |
| Expectations | <u>Student will take initiative to ensure tasks are done in a timely manner and to the degree of accessibility needed for each student's individual needs.</u> |

Working Conditions

This position is flexible with regards to a daily schedule, work will be done indoors in the library, mostly seated at a desk.

Other
