Title: CART Writer

Essential Function

Provide Communication Access Realtime Translation (CART) or real time captioning translation service to students utilizing laptop computers and specialized software to render instant spoken word into text translation on a computer monitor or other display for the benefit of students in a number of real-time live settings (i.e. classroom, education functions, interviews or other events).

Characteristic Duties

Interpret classroom, administrative, and social interactions for students utilizing technology.

Maintain compliance with federal and state mandates regarding accommodation of students with disabilities and by NCRA’s CART Guidelines for Professional Practice.

Coordinate and plan service delivery schedule with students and/or faculty; ensure appropriate in-take, advising, retention, and follow-up services.

Collaborate with faculty and staff to gain understanding of teaching concepts to better facilitate CART services and to establish professional relationship that promote a sense of community between students, faculty and departments.

Act as liaison with internal and external business partners (faculty, staff, student and community resources); participate in project development, assessments, research studies, and continuous service improvement.

Coordinates with Disability Support Services sponsored workshops.

Perform related duties as assigned.

Minimum Qualifications

Associate’s degree with three (3) years experience; -OR five (5) years experience. Experience must be in CART translation service, Court Reporting or other related experience supporting disability services.

Physical Requirements –
1. Repetitive movement of hands and fingers - typing and/or writing.
2. Repetitive movement of hands and fingers - stenotype.
3. Standing and walking around campus.
4. Reach with hands and arms.
5. Frequently communicate, verbal and written.