Classification Specification for Unclassified Service

Title: Assistive Technology Specialist

Pay Scale Group: 15 1

Essential Function

Under general supervision from a designate administrator provide campus-wide high quality services to students, staff and faculty who are in need of assistive technology services. Serves as a resource for students taking on-line courses and requiring disability related accommodations.

Characteristic Duties

Provide access to adaptive computer based lab for students with disabilities, providing individualized support and training as needed; assist students with resolving their website and application access conflicts and identify the most effective way to solve technological issues.

Work collaboratively with Disability Services staff in maintaining compliance with federal and state mandates and university policies and procedures regarding accommodation of students with disabilities; evaluate and recommend and disseminate best practices and legal requirements for Section 504, 508 and American with Disabilities standards.

Manage the delivery of test accommodations for students utilizing accessibility testing tools and/or adaptive technologies; prepare and provide appropriate hardware and software support for exams.

Coordinate, implement, and maintain the DSO data, information, and scheduling/tracking needs in collaboration with UCIT and Testing Services.

Develop accessible formats to ensure equitable access of course materials for students with print related disabilities, i.e, visually impaired, learning, large print, audio recordings, etc.

Increase campus awareness of the adaptive computer lab and ensure greater accessibility for people with disabilities, as well as to promote assistive technology services campus wide using a wide variety of media including workshops; collaborate with departments to ensure that assistive technology is available across campus to allow for people with disabilities to have equal access to public technology use.

Evaluate and recommend technology solutions for students, as well as for campus-wide solutions to ensure that the university provides the proper assistance to allow for the achievement of academic and professional goals.

Perform related duties as assigned.

Minimum Qualifications

Bachelor’s degree with one (1) years’ experience; -OR Associate’s degree with three (3) years’ experience; -OR five (5) years’ experience. Experience must include assisting individuals with disabilities in an academic setting, consulting individuals with perceptual, learning, and physical disabilities, working with assistive technology hardware/software, voice recognition, reading software, scanning technology, communication software for the blind and low vision, or evaluating and training in assistive technology.