PART-TIME HOURLY POSITION
IN STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DISABILITY SERVICES

POSITION: ADAPTIVE TECHNOLOGY SPECIALIST (PART-TIME)

DESCRIPTION OF DUTIES:
Assist students and staff in utilizing assistive hardware and software technology necessary to convert course information to alternate format. Assist students in the use of adaptive technology and provide office support as needed. Create, adapt, convert and modify course related materials into accessible formats using the available technology. Provide reader/scribe duties as assigned for students with disabilities. Provide support to the Coordinator of Disability Services.

MINIMUM QUALIFICATIONS:
Knowledge of the following: Windows 7 & XP, downloading files, burning CDs/DVDs and file management. High aptitude for learning new software programs. Willingness to learn principles of the ADA/Section 504 and other federal/state institutional disability policies and legislation. Excellent verbal and listening skills to assist with “reader/scribe” duties. Good communication, interpersonal and organizational skills. Familiarity with adaptive equipment and software. General understanding of technology to produce accessible texts and classroom materials.

SALARY: $9.05 per hour -- up to 20 hours per week

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required. All finalists may be subject to a background check and/or drug test.

(POSTED ON MARCH 03, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act,
reasonable accommodations in the application process will be provided upon written request.

6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799