

## **Duties and Responsibilities:**

### *Creation and distribution of accessible materials*

- Daily checking of assignment spreadsheet
- Use variety of technology to convert files into needed formats, including but not limited to:
  - Kurzweil files (.kesi/.kes)
  - Plain text and rich text files (.txt/.rtf)
  - Braille embossers
- Get completed materials to students in a timely manner
- Work with students, the bookstore, and print services when physical copies are required

### *Communication and collaboration*

- Assist students, staff, and faculty with alternative media related problem-solving
- Provide resource and referral information to employees and students as needed
- Work with CSD interpreters in obtaining electronic copies of texts for their services

### *Other responsibilities*

- Assist with other office areas as needed (such as front desk coverage and exam proctoring)
- Other duties as assigned

## **Expectations and Required Skills:**

### *General*

- Excellent oral and written communication
- Ability to prioritize, manage time, and organize
- Professionalism at all times
- Advocacy for individuals with disabilities
- Proficient in data processing/management (Outlook, Word, Excel, PowerPoint)
- Flexibility with schedule and work duties
- Availability– especially during high volume times (beginning of semester) and summer
- Ability to work independently as well as part of a team

### *Skills*

- Provide quality customer service to students and faculty/staff.
- Understand and follow oral and written instructions – Ask questions when clarification is needed
- Work cooperatively with University employees, students and the public
- Professional oral and written communication
- Willingness to learn programs related to media conversion, including but not limited to:
  - Kurzweil 3000
  - Adobe Acrobat Pro
  - Dolphin EasyConverter
  - Duxbury
- Knowledge of (willingness to learn) about assistive technology software/devices