UNIVERSITY OF WISCONSIN WHITEWATER
Center for Students with Disabilities

Assistive Technology Student Specialist

Duties and Responsibilities:

Installation of and training in assistive technologies
- Installation of accessibility software, such as Kurzweil 3000 and Audio Notetaker
- Training students with disabilities in the use of assistive hardware and software, including but not limited to:
  - Kurzweil 3000
  - Smartpens
  - Audio Notetaker
- Troubleshooting issues with assistive technology with students and staff
- Account creation when necessary

Communication and collaboration
- Assist students, staff, and faculty with technology related problem-solving
- Provide resource and referral information to employees and students as needed
- Work with Alternative Media Team in creation of accessible formats

Other responsibilities
- Assist with other office areas as needed (such as front desk coverage and exam proctoring)
- Electronic archiving of documents through ImageNow
- Assist in management of alternative text server
- Other duties as assigned

If hired as Assistive Technology Lead Student Specialist
- Participate as a satellite technician with ICIT to obtain tier 2 or 3 status, working minimum of 4 hours with ICIT
- Serve as liaison between ICIT and CSD, managing open tickets related to CSD

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 periods of employee/student training and start/end of semesters
- Ability to work independently as well as part of a team
- Participation in CSD programming events, such as the Summer Transition Program and Fall Orientation

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
- Ability to troubleshoot software and hardware issues
- Knowledge of (willingness to learn) assistive technology software/devices