Job Title	Access-Ability Services Assistive Technology (AT) Specialist
PVN ID	KB-1808-002670
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.

Department	Acccess-Ability
Status	Full Time
Annual Salary	$36,540.00
Hour(s) a Week	35
Closing Date	Sep 25, 2018 (Or Until Filled)

General Description

Access-Ability Services at Kingsborough Community College serves as a disability resource, promotes equity, and provides appropriate accommodations to KCC students with disabilities. As a part of its services to students, Access-Ability Services has an assistive technology lab available for student use.

Assistive technology is technology designed to compensate for disability and foster student independence. The lab offers a wide array of hardware and software for disabled students, including but not limited to CCTV, scanners, Braille Embosser, Braille keyboard, large print keyboard, and software such as JAWS screen-reader, Zoom Text, Dragon Naturally Speaking, Read and Write, ABBYY FineReader, Kurzweil 1000 and Kurzweil 3000.

The Perkins Grant Program at Kingsborough funds initiatives related to the improvement of career and technical education (CTE) programs. As part of a continuing iniative to impove outcomes for CTE students with disabilities, the Perkins Grant Program will fund a full time Assistive Technology Specialist to assist students in the Assistive Technology Lab. The Assistive Technology Specialist will:

- Research and Test new Assistive Technology (AT)
- Process equipment loans to students
- Update and maintain lab computers in collaboration with IT
- Update and maintain Access-Ability Services (AAS) iPads
- Maintain audio recording equipment
- Organize and maintain inventories of equipment and supplies
- Organize and maintain libraries of files and materials related to accommodations
- Maintain a record of the daily flow of activity in the AT lab for monthly reporting
- Convert print or inaccessible academic materials to accessible materials as needed for faculty/staff and students
- Provide technology tutorials for students
- Provide workshops and individual assistance with Degree Works, CUNYFirst, BB, Outlook 360
- Provide direct assistance with technology for students requiring such for academic purposes

- Attend CUNY AT trainings
- Train AAS staff on the usage of AT to accommodate disabilities
- Maintain AAS website
- Provide Faculty/staff consultations

Other Duties

Other duties as assigned.

Qualifications

- An Associate's Degree or equivalent, and at least two (2) years paid experience working as an AT technician with students with disabilities in a postsecondary setting AND
- Possession of the core competencies determined to be required at the time of hire.

  - Proficiency with office computer software and Assistive Technology appropriate for postsecondary academic environment
  - Ability to work with diverse groups, including students with disabilities, faculty, and staff, and provide excellent customer service
  - Ability to organize and manage diverse projects and activities simultaneously
  - Ability to develop and keep accurate records
  - Ability to instruct and to do presentations
  - Ability to communicate effectively individually and with groups, orally and in writing (including using technology)
  - Ability to be proactive and to take initiative
  - Ability to work collaboratively
  - Ability to work effectively with limited supervision