



Position: Assistive Technology Assistant

Department: Office of Student Accessibility and Accommodations

Employment type: Part-time, 20 hours or less

Overview: The Assistive Technology Assistant supports the Office of Student Accessibility and Accommodations (SAA) by providing services to students, faculty, and staff. This role requires proficiency in existing technology platforms and a proactive approach to exploring and teaching new assistive technologies. Daily responsibilities include supporting users of SAA-procured technologies and advocating for students' needs in digital accessibility.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Continuously develop professional skills and advocate for oneself and others.
- **Tasks:**
 - Advocate for students' needs related to assistive technology and digital accessibility.
 - Establish and maintain relationships with Student Affairs staff, faculty, IT, and Testing Center staff.
 - Participate in further education and training to enhance knowledge of assistive technologies and recommend new tools as needed.

Communication:

- **Skills:** Exchange information clearly and effectively, accommodating diverse communication needs.
- **Tasks:**
 - Teach students and faculty how to use 3-5 assistive technology resources and address their questions.
 - Develop and implement multiple instructional modalities and follow-up contacts for diverse learning needs.
 - Identify and apply new communication strategies, especially for individuals with neurodiversity and learning differences.

Critical Thinking:

- **Skills:** Use sound judgment to make decisions and solve problems effectively.
- **Tasks:**
 - Track and aim to increase the usage of assistive technologies and services among students and faculty.
 - Proactively offer assistance to students and faculty, and follow up on referrals from the SAA within 2 business days.
 - Base decisions on data and assess the impact on students when implementing solutions.

Equity and Inclusion:

- **Skills:** Promote inclusive practices and advocate for equitable access and support.
- **Tasks:**
 - Champion accessibility in course content, including alt-text and document remediation.
 - Educate staff and faculty about ADA compliance and the importance of equitable practices.
 - Develop processes to assist professors with accessibility of course content and identify resources to eliminate barriers.

Leadership:

- **Skills:** Lead and motivate effectively, using innovative methods to achieve goals.
- **Tasks:**
 - Plan and manage educational sessions for students, staff, and faculty, and evaluate their effectiveness.

- Utilize innovative thinking to create new solutions for accessibility challenges.

Professionalism:

- **Skills:** Demonstrate dependability, effective work habits, and attention to detail.
- **Tasks:**
 - Report to work on time or manage remote work as necessary.
 - Independently prioritize tasks and adapt to a changing, sometimes stressful environment.
 - Expand and enhance guides for students with visual aids and detailed descriptions.

Teamwork:

- **Skills:** Collaborate effectively with colleagues and manage responsibilities.
- **Tasks:**
 - Work collaboratively with others to achieve common goals.
 - Report weekly progress to the supervisor and address obstacles as they arise.

Technology:

- **Skills:** Utilize and learn new technologies to enhance efficiency and support.
- **Tasks:**
 - Explore and summarize the benefits of new assistive technologies or initiatives.
 - Adapt to and explore features of assistive technology platforms beyond basic functionalities.
 - Identify and prepare technology recommendations that will be useful for students and faculty, including tips and explanations.

Additional Responsibilities:

- Basic computer skills in hardware, software, and web design.

Required Qualifications:

- Comfort with using and teaching technology platforms.

- Excellent customer service skills and the ability to support and train others on assistive technology.
- Curiosity to learn about new and evolving assistive technologies.

Additional Considerations:

- Experience with assistive technology and digital accessibility.
- Ability to create and deliver presentations to various campus partners.

By fulfilling these responsibilities, you will contribute significantly to enhancing accessibility for students, faculty, and staff, support the effective use of assistive technology, and promote a more inclusive academic environment.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu