

Job description for **Digital Resources Accessibility Technician**

This position will convert documents and videos as necessary in courses to be ADA compliant. Will use software to provide closed captioning on instructor-created videos as well as videos from outside resources which instructors incorporate into their classes/courses. Documents will be evaluated and modified, when necessary, in the appropriate software. This individual needs to be able to work independently, be self-motivated, be dependable, and sit for long periods. Be able to work under pressure occasionally to ensure deadlines are met. This position reports to ADA department supervisor

Note: This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for this position.

Employment Requirements

Student workers must meet strict requirements of both skill and integrity to be considered for the project. The follow are the basic requirements for employments:

- Pass the background check upfront before consideration moves on.
- English and other academic skills as demonstrated by scores on the GAIN test.
- Taking the SmarterMeasure Assessment to assess reading and typing skills (35-40 wpm required)
- Assessment of Critical Thinking Skills

Minimum Qualification Requirements:

Education: High School diploma or GED

Must type 30 words a minute. Have visual acuity for images, colors, and fine print, and be able to give meaningful descriptions for images. Excellent listening and English skills to be able to punctuate, spell correctly, and distinguish words that sound alike but differ in meaning.

Selection Criteria

Attach a brief statement of how you acquired each of the following Knowledge, Skills and Abilities through your education, personal experience, or previous employment.

1. Use Microsoft Office and create PDF documents
2. Multitask skill of being able to listen and type/write simultaneously
3. Work independently
4. Follow directions
5. Establish and maintain cooperative working relationships with those contacted in the course of work
6. An example of a time when you had to follow a process with intricate details and how you remembered each step.

7. An example of a time your attention to detail prevented a mistake being made with an incorrect word choice.