



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 12/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Coordinator, Assistive Technology
Status: Full-time, 35 hours/week (work some non-standard, extended office hours as required)
Grade: 8
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Director of Disability Services

PRIMARY PURPOSE:

Provide assistance and coordination of services related to assistive technology for Rhode Island College students with disabilities. He/she will support this population in their pursuit of an education by ensuring their access to course materials and textbooks and encouraging them toward self-advocacy and independence through the use of adaptive equipment.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Meet individually with students registered with the Disability Services Center to evaluate their needs related to technological requirements and provide interventions and solutions for accessing course information, technologies and resources.
- In conjunction with the Director and Coordinator of Disability Services, interpret disability documentation, including neuropsychological evaluations and medical summaries to make targeted recommendations for adaptive technology and software
- Work with faculty and students to determine potential accessibility obstacles related to coursework (in person and online) and determine appropriate reasonable accommodations and technology to address these barriers.
- Assess, review, and implement students' accommodation referrals for assistive technology, equipment loans, and requests for electronic books and alternate format course materials (i.e., Braille, e-text, audio books)
- Coordinate logistics to include: referrals, assessments, scheduling, administration, and delivery of tests for students who receive the accommodations of extra time, separate location, and use of assistive technology.
- Coordinate the maintenance and upgrading of assistive technology and software in the Assistive Technology Lab with User Support Services. Train the Lab's student staff with scanning and converting of textbooks, lecture notes, and materials into accessible formats and oversee their progress on these tasks.
- Install assistive technology on students' computers, tablets and train students with disabilities on equipment software, hardware, applications and technologies.
- Coordinate the office's response to all alternate format text requests.
- Keep accurate records of projects, ensuring reasonable accommodation processes are timely and effective.
- Maintain status reports and data regarding assistive technology and adaptive equipment loans.

- Assist in the procurement of audio-described films for students with visual impairment.
- Facilitate all requests for captioning course-related video content with User Support Services
- In collaboration with the Director of Disability Services, assist in identifying external funding to enhance and maximize college resources and assistive technology offerings.
- Pursue professional development opportunities, such as grant writing and assistive technology trainings.

Occasional Job Functions:

- Work some non-standard, extended office hours as needed during peak times in the academic calendar
- Perform other duties and responsibilities as assigned by the Director of Disability Services.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in a relevant field.

Experience:

Two years' work experience providing direct service and assistive technology solutions for adults with disabilities in a postsecondary environment.

Skills, Knowledge and Abilities:

- Demonstrated ability to work with computer-based systems and software (Microsoft Office programs: Windows, Access, Excel, PowerPoint, etc.)
- Direct experience using the following specialized software: Dragon Naturally Speaking, Kurzweil 3000, Firefly, Inspiration, JAWS, Magic.
- Demonstrated ability to use Adobe Acrobat Pro for accessible PDF solutions.
- Direct experience with using Access Text, Learning Ally and other alternate-format text databases.
- Demonstrated proficiency with adaptive equipment commonly used by students with disabilities (iPads, smartpens, recording devices, braille).
- Ability to successfully perform multiple tasks and to prioritize work load in a fast-paced environment.
- Excellent organizational skills and the ability to work independently.
- Ability to write and speak effectively.
- Ability to work non-standard hours as needed.

PREFERRED:

- Master's degree.
- Experience working in college disability services settings.
- Experience working with BlackBoard Learn.
- Working knowledge of useful Apps for students with disabilities.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.