Jefferson State
COMMUNITY COLLEGE

INTENT TO EMPLOY   Reposting Date: August 13, 2020

Position: Part-Time ADA Office-Alternate Format Technology Assistant

Minimum Qualifications:
1. Associate degree **required** (May substitute 5 years related work experience for one year of education up to a maximum of four years education equivalency. For example, ten years of related work experience will be equated for an associate degree- **ten years must be verified.** For clarification, please contact Human Resources).

2. A minimum of two (2) years of full-time related work experience **preferred**.

Primary Purpose: The purpose of this position is to provide assistive technology services on behalf of the ADA Accommodations Office (ADA Office) to ensure compliance supporting faculty in the academic programs of the College to include closed-captioning support and editing for online course content; document accessibility, textbooks and classroom materials in alternat formats, along with ADA Office software provision and training. The position reports to the Director of the ADA Accommodations Office. The employee will:

Job Functions:
1. Work with supervisor to assist faculty by reviewing and editing auto-captions to achieve ADA-level accuracy.
2. Determine caption assignments by communicating with supervisor and monitoring caption workflow.
3. Audit recordings auto-captioned to identify where auto-captions do not accurately reflect audio content.
4. Utilize caption editor to correct discrepancies. This includes but is not limited to, word choice, sentence structure, pauses, and audio descriptions.
5. Apply the ADA caption checking tool, and make needed adjustments, which can include the duration of the caption interval or the number of words displayed during the interval.
6. Notify supervisor and content creator when a captioned recording is reading to publish.
7. Accurately perform data entry with adequate manual dexterity and computer skills.
8. Must have good reading/vocabulary audio perception, and communication skills.
9. The ability to prioritize work, analyze and resolve technical problems.
10. Good interpersonal, oral, and written communication skills working with faculty and individuals with disabilities.
11. Assist with alternate format requests such as e-texts, audiobooks, brailing, captioning, visual descriptions, and scanning documents for conversion into alternate formats.
12. Provide instruction and assistance to student users of assistive technology to identify, analyze, and resolve problems while remaining aware of new assistive technologies.
13. Assist with provision of test proctoring in the ADA Accommodations Office for students with disabilities.
14. Ability to remain stationary and continuously perform job duties for an extended period.
15. Must be able to traverse within offices and between buildings.
16. Must be able to occasionally push, pull, bend, and lift at least @ 10lbs.
17. Perform other duties as assigned in Enrollment Services.

Salary: Salary is based on 19 hours per week. Hourly rate is $15.00.

Application Deadline: 4:30 p.m.,   August 20, 2020

Application Procedure: A complete application packet consists of:
1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited Institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"
Materials may be submitted to:
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-8598
Fax: (205) 856-7720
This Employer Participates in E-Verify

EQUAL OPPORTUNITY EMPLOYER