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**Federal Work Study
Job Description Form**

Job Title: Accessibility Assistant

Desired No. of Hires: 1

Department or Organization: Office for Students with Disabilities & Deaf Services

Address (Off campus only):

Supervisor: Maureen Conroy

Office: Donahue 141

Phone: 413-552-2582

Email: mconroy@hcc.edu

Designee: Erin S. Galster

Office: Donahue 135

Phone: 413-552-2064

Email: egalster@hcc.edu

Robert Baran

Donahue 151

413-552-2156

rbaran@hcc.edu

General Job Description:

The Office for Students with Disabilities and Deaf Services (OSDDS) is committed to ensuring that students with disabilities and Deaf students have equal access to the full range of programs and services offered by HCC. This is the responsibility of the College as a collective and must be achieved through the collaborative effort of all staff and faculty. The Assistive Technology Center (ATC) provides training for students who utilize accessible technology software. As an Accessibility Assistant, the work study student would be responsible for assisting with efforts to provide access for OSDDS students between the HCC campus, main OSDDS office, and the ATC.

Detailed List of Duties:

Assist OSDDS staff with assigned tasks providing access for students with a documented disability, and collaborating with efforts between the HCC campus, the OSDDS main office, and the ATC. Tasks may include: follow instructions for retrieving documents, print and scan documents into computer, save documents to 'WORD' for further editing according to individual student specifications, save to USB drive, print out as specified, deliver final product to OSDDS office, produce course materials specific to individual requests, transcribing, providing classroom assistance. Greet and welcome all visitors to the ATC in a friendly and professional manner and ask students to sign-in, provide training and/or assistance in the use of assistive technology products. Monitor ATC & provide tours as scheduled, help to maintain a clean and neat work environment.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Knowledge of and experience with Assistive Technology, and providing access for individuals with disabilities.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Services provided by OSDDS are confidential, and utmost discretion will be required.

Skills and/or previous experience desired:

Minimum 1 year commitment required. Ability to relate to a diverse group is desired. Previous experience with technology and previous work with individuals with disabilities is a plus, but not required.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): ATC Hours: 9AM-2PM; Hours will need to be flexible based on requests/accommodations received by the OSDDS main office.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

Date

Please return completed form to skapinos@hcc.edu