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Federal Work Study
Job Description Form

Job Title: Assistive Technology TRAINER
Department or Organization: OSDDS
Address (Off campus only):

Desired No. of Hires: 2

Supervisor: MAUREEN L. CONROY
Office: DON 135
Phone: 552-2592
Email: mconroy@hcc.edu

Designee: JUAN DIXON
Office: 552-2417
Phone: Donahue 147
Email: jdixon@hcc.edu

General Job Description:

Provide Assistive Technology training to students in OSDDS

Detailed List of Duties:

- Learn assistive tech. software + hardware.
- TRAIN students on the use of AT applications. 1:1 + groups
- Assist w/ GROUP TRAININGS for students + staff.

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

NONE

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

Confidentiality required, care of equipment REQUIRED AND excellent service to the public required.

Skills and/or previous experience desired:

Assistive skills preferred. Basic technology skills required. Ability to work with a diverse student/staff pop.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

DAYS only. Flexible schedule

How to Apply: Contact supervisor/designee listed above.

Yes

Completed and Submitted By:

Maureen L. Conroy
Print Name of Supervisor

Director OSDDS
Title

11.9.21
Date