Access Technology Center

JOB DESCRIPTION: Student Access Technology Consultant

Under the direction of the UW-IT Access Technology Manager, the Student Access Technology Consultant provides computer assistance to UW students, faculty and staff with disabilities. He/She also provides information and referrals to other service providers to persons seeking knowledge or resources relating to adaptive technology. He/She performs a variety of duties and responsibilities, including the following:

- **PERSONAL TRAINING** - Continue learning about the functions and use of all available equipment and software in the Access Technology Center (ATC) in order to give demonstrations, provide training to lab users, and teach courses.

- **CLIENT TRAINING** - Provide personalized training geared toward meeting the individual needs of each student. This peer-facilitated program is designed to provide a comfortable and supportive atmosphere wherein a student can learn to use computers from students with similar experiences. A priority is to teach students to independently create and produce their own accessible documents.

- **OFFICE SUPPORT & MAINTENANCE** – Answer phones, organize office materials, gather and send physical mail. Assist in keeping equipment and software in good working condition and the lab area neat and clean.

- **PRINTED MATERIAL** - Maintain supplies of handouts in document bins, and respond to requests for accessible versions of posted materials.

- **REFERRALS** - Refer clients to campus and off-campus organizations that provide services to individuals with disabilities. Respond to other local inquiries from visitors.

- **BRAILLE SERVICES** - Provide Braille embossing services to on-campus units/personnel as requested. Convert from email or user-supplied files and edit for format and use Braille translation software. As requested, provide tactile graphics using common image editing software.

**Requirements**

- Experience using a variety of computers and operating systems.
- Experience with one or more assistive technologies.
- Desire to learn about AT and interact with diverse clientele.
- Partial completion of a college degree.
- Ability to proofread and edit documents.
- Prior work experience desired, but not required.

Students interested in applying should contact Dan Comden via e-mail at danc@uw.edu