JOB DESCRIPTION

Adaptive Technology Specialist

**Definition of Class**
This is a non-supervisory position in which the incumbent provides written materials in an alternate format for students who are blind, have low vision or learning disorders and who cannot access standard print. Incumbent will also manage an adaptive computer lab for students with disabilities. This position reports to the Disability Specialist.

**Examples of Work Performed**
Communicates with students and faculty regarding needed documents/texts.

Determines appropriate format in which to convert materials based on needs of students.

Ensures that students have receipts showing materials have been purchased as required by law.

Collaborates with students, faculty, and outside agencies to locate materials to be converted.

Scans documents to produce an editable electronic format and edits documents using Acrobat Pro, Abby Finereader, Microsoft Word and/or Duxbury Translator.

Converts documents into requested audio versions, readable PDF, Braille or other formats and maintains a library of all converted documents.

Creates and maintains spreadsheets and databases recording student requests, actions taken to obtain documents, deadlines, etc.

Records all communication and actions taken in detailed memos with students and faculty.

Trains students in the use of assistive technology and specialized software.

Ensures computers are kept in good working order by checking updates, virus scans, clean ups, etc, and maintaining server systems and detailed records on software licenses and locations.

Researches and keeps current on advances in adaptive technology and specialized software.

Assists with supervision of student workers.

Performs related duties or similar as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Receives requests for conversion of written documents into alternate formats from verified students with print-related disabilities.

2. Works with faculty and outside agencies to meet the needs of students who are blind, have low vision or learning disorders and who cannot access standard print.
3. Produces text in an alternate format, including Braille, MP3, DAISY, and accessible PDF, while maintaining adherence with Federal copy write laws.

4. Manages and maintains assistive technology student computer lab.

Minim um Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements for this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; talk or hear and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in information systems, computer science or a related field.

AND

Experience:
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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