COTC - OSUN
Student Employment Job Description

Job#: 3962
Department: Office for Disability Services
Job Title: Adaptive Technology Lab Assistant
Supervisor: Connie Zang
Phone #: 740-366-9441
Email: czang@cotc.edu
Hourly Rate: $ 8.70

Terms job is available: Summer __ Autumn __ Spring __
Times job is available: Mornings __ Afternoons __ Evenings __ Weekends __

THIS IS A FEDERAL WORK STUDY POSITION

Job Description (as detailed as possible):

Responsible for document conversion and clean up using a variety of systems.

Demonstrate use of computers & assistive technology software to students.
Assist students by troubleshooting, giving technical assistance, and setting up documents.
Monitor the use of the adaptive technology.
Distribute out-for-loan equipment or reformatted materials filling out the appropriate paperwork; track equipment inventory.
Maintain accurate records and generate reports of activity each quarter.
Responsible for reporting needed supplies to ODS Case Manager.
Maintain working order of all equipment; report ITS needs to ODS Case Manager and ODS Director; work with ITS to explain and resolve any issues.
Report any concerns to ODS Case Manager and ODS Director.

Qualifications:
Adept with a wide variety of computer applications, preferred knowledge of document conversion and adaptive technology.
Above average reading and grammar skills, good organization and time management.
Display good interpersonal skills, including: a positive attitude and professional demeanor.
Ability to work effectively with diverse populations.

This job does not replace a full-time employee.

COTC Dept #: 53025
OSU Org-Fund #: 09735-012510
OSU Check Sort #: NWK27

OFFICE OF FINANCIAL AID USE ONLY
Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs __ Yes __x__ No
Students in this job provide services to students with disabilities __x__Yes __ No

8/24/14