**Job Announcement**

**Job Title: Assistive Technology Coordinator   (ITC - Career) Job ID: 11696**

**Department:** Services for Students w/ Disabilities

**Full/Part Time: Full-Time Regular/ Temporary: Regular**

**Job Code: 0420** Information Technology Consultant -12 **Job Grade:** Career

**Salary**

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|  | $4,314.00 to $8,831.00 per month  (Anticipated hiring salary range:  $4,314.00 to $4,600.00 per month) |

**Overview**

This is a full-time, regular appointment working in the Services for Students with Disabilities program.   
  
The Services for Students with Disabilities program at Fresno State endeavors to ensure a fair learning environment where students are able to succeed based on their own efforts and initiative, unhampered in their academic pursuits by disadvantages associated with their particular disability.   
  
Our staff members work with students, faculty, and other resources of the university to coordinate accommodations for which students are entitled under federal legislation.  In doing so we affirm the worth of each individual in the spirit of diversity, a natural part of our university.   
  
In all our professional interactions we strive to provide clear, timely information, and to be supportive of our students as they pursue their education. We encourage self-advocacy for students and will assist faculty in meeting the needs of all Fresno State students.

**Position Summary**

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|  | Under the general direction of the Director of Services for Students with Disabilities (SSD), the Assistive Technology Coordinator is responsible for providing SSD students with consultative support and services in the use of assistive technology in the SSD Assistive Computer/Equipment Lab.  The incumbent is responsible for the day-to-day operation of the SSD Assistive Computer Lab and leading a staff of technicians.  This position performs a variety of technical tasks related to adaptive computing needs on a variety of hard/software platforms, evaluates and procures new adaptive technologies to ensure information and computing  systems remain accessible to persons with disabilities in a dynamic and evolving technology environment.  The incumbent collaborates with the Disability Management Specialist and student to assess assistive technology needs including hardware, software and special equipment for classroom use.  This position also provides onsite training and training materials for SSD students to ensure efficient and maximum use of technical resources in the Lab.  **Knowledge, skills and abilities:**  -  Working knowledge of, and ability to apply standard theories, principles, practices, and     techniques applicable to Assistive Technology, Accessibility and Universal Design     concepts to develop conclusions and make appropriate recommendations.  -  Thorough knowledge of policies, procedures, and legal requirements (such as the     Americans with Disabilities Act, Section 508, CSU Executive Order 926 and the CSU     Accessible Technology Initiative) applicable to working with and accommodating students     with disabilities.  -  Ability to lead, coordinate, and maintain the daily operation of an Assistive Technology Lab.  -  Strong organizational skills, excellent interpersonal and oral and written skills along with     demonstrated team building skills.  -  Ability to work respectfully and effectively with students with a variety of disabilities and     assistive technology needs.  -  Ability to conduct individual student assessments, evaluations and recommendations for     assistive technology and compatible computer equipment to enhance student success.  - Ability to create and evaluate for accessibility; documents, PDF, web pages, etc.  **Education and Experience**  **-**Bachelor's degree in assistive technology, computer science, information systems,     educational technology, communications, or related fields with training in the use and     application of assistive technology, both hardware and software, for individuals with     disabilities  -  Two years of Assistive Technology (AT) experience: Understanding and expertise in the      use of assistive technology. Certification in Assistive Technology may replace one year of      direct experience.  -  Experience in the use of assistive technology and related hardware and software including:     HARDWARD: Adaptive/ergonomic furniture, Braille embosser and related software, speech      synthesizers, digital voice recording devices, CCTV, adaptive devices, networked printers      and high speed scanners      SOFTWARE: Office 2007, FileMaker Pro, Kurzweil and other screen reader programs,      Dragon Naturally Speaking, Math programs, JAWS, Zoomtext, etc.  **Preferred Skills**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | -  Technical skills for evaluating, purchasing, upgrading and maintenance of softwar and/or      hardware resources for the lab and the SSD office  -  Experience in direct- client assessment and work plan development.  -  Significant experience with use of database applications  -  Experience with use of Web authoring and editing applications  -  Knowledge of the campus accessibility standards for creating accessible Web sites and     procuring accessible equipment  -  Experience using PeopleSoft  -  Understanding of networks, data communications, and multimedia systems  -  Ability to research, review and/or write applicable assistive technology training materials     and provide on-site training for SSD students to ensure efficient and maximum use of     technical resources in the lab.  **Filing Deadline**   |  |  |  | | --- | --- | --- | |  | Applications received by March 5, 2012 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee.   Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.  **Application Procedures**  An online application, a resume, and three professional references, including telephone numbers, are required.  A cover letter that addresses your qualifications for the position is strongly recommended.  Full consideration will not be given to applicants who fail to complete all application requirements.   Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process.  Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.  **How To Apply**  To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.fresnostate.edu>. |  | |  | |