

Position Opening: Adaptive Technology Specialist

Binghamton University has built a reputation as a world-class institution that combines a broadly interdisciplinary, international education with one of the most vibrant research programs in the nation. Binghamton is proud to be ranked among the elite public universities in the nation for challenging our students academically, not financially. The result is a unique, best-of-both-worlds college experience.

Our academic culture rivals a first-rate private university - rigorous, collaborative and boldly innovative -- while our campus culture exemplifies the best kind of public university experience: richly diverse students, active social life and deep engagement with the community.

Our students, both undergraduate and graduate, work one-on-one with an exceptional faculty that includes innovative scientists and groundbreaking scholars. They take advantage of special academic opportunities like combined degrees, foreign language study groups and an unparalleled international education program.

**Job Description:**

Budget Title:   Senior Staff Assistant (SL-3)

Salary:  $47,000

Coordinate and provide adaptive technology and information accessibility services necessary to insure equitable access by students with disabilities to Binghamton University programs and activities.  Involves direct service to students, along with advocacy and collaboration with units across campus to promote and facilitate university-wide ownership and responsibility for equitable information access.

1. Research, order and track materials for conversion to accessible formats.  
   Materials = course-related books, lecture notes, math and computer science equations, graphs, diagrams, electronic Blackboard materials, exams, etc.  
   Accessible formats = computer-based images compatible with screen reader and electronic Braille technology, hard copy Braille, large print, audio recordings, etc.
2. Research, locate and recommend the cost effective purchase of needed course materials already in appropriate accessible formats.
3. Convert print and electronic materials to accessible formats, including Braille, for students with print-related disabilities.  (Braille conversions and proofing are time-consuming tasks, require focused visual concentration, and often entail the use of specialized software to create tactile graphics)
4. Recruit, train, supervise, organize and track workflow for a small core of student assistants supporting conversion tasks, maintenance of Adaptive Computer Technology Rooms and Technology Loan Closet, and adaptive technology tutorials for students with disabilities.
5. Maintain statistical data regarding student and professional staff time spent in completion of various tasks involved in alternate format text provision.
6. Coordinate and insure effective provision of classroom-based Computer-assisted Real-time Captioning (CART) services for students with significant hearing or auditory processing impairments and for whom sign language interpreting is not appropriate.
7. Research, coordinate and collaborate with Computing Services in installation, placement, maintenance and upgrade of adaptive technology on university’s public use computers.
8. Assist with arrangement of alternate format exam accommodations for authorized students and their faculty.
9. Advocate and collaborate with others throughout the university in strategic planning and promotion of shared responsibility for equitable access to informational materials/technology by those with functional impairments in vision, hearing, auditory processing, upper limb use, speech, mobility etc.
10. Continuously research/maintain professional knowledge of the latest adaptive/assistive technology for facilitating information access, bringing recommendations regarding acquisitions to Director/SSD staff meetings.
11. Consult/advocate with faculty/staff regarding disability-related challenges and solutions involving technology.

**Requirements:**

Education

Bachelor’s Degree required.  Master’s Degree preferred.

Knowledge/Experience

* Professional experience assisting individuals with disabilities with adaptive/assistive technology solutions in higher education setting, One to three years of experience preferred.
* Working knowledge of adaptive/assistive software, equipment and applications including alternate format conversion programs strongly preferred.
* Strong computer background and demonstrated competence in rapidly researching and learning new applications.
* Highly detail-oriented individual intrigued by tasks involving data management and attention to visual detail.
* Strong analytical and problem-solving abilities, excellent organizational and time management skills to implement and manage creative solutions.
* Demonstrated ability to work comfortably with diverse population, independently, as a leader, and as part of a team.
* Demonstrated ability to work in deadline-driven and high activity environment, and to effectively coordinate competing priorities.
* Demonstrated competence in effective verbal and written communication.
* Ability to assess and adapt to the needs of individual students.

**Additional Information:**

Note: Offers of employment may be contingent upon successful completion of a pre-employment background check and verification of degree(s) and credentials.

**Application Instructions:**

Deadline for Internal Applicants:    2/27/14

Deadline for External Applicants:  Open until filled

Review of applications will begin immediately and continue until the vacancy is filled.

Persons interested in this position should apply online at [http://binghamton.interviewexchange.com](http://binghamton.interviewexchange.com/)

Please submit:

1. Resume,
2. Cover letter, and
3. Contact information for three professional references.

You may add additional files/documents after uploading your resume. After you fill out your contact information, you will be directed to the upload page. Please login to check/edit your profile or to upload additional documents: <http://binghamton.interviewexchange.com/login.jsp>

The State University of New York and Binghamton University are Equal Opportunity/Affirmative Action Employers.