# Usable Materials Center – Coordinator

## Job Description

* Responsible for monitoring requests for materials in alternate format from eligible DR students and the campus community.
* Responsible for monitoring requests for video captioning from faculty with students eligible to receive this accommodation, and the campus community.
* Requesting electronic textbooks from publisher or purchasing from bookstore/online if not available.
* Cutting, scanning and rebinding of print material not available in electronic format.
* Downloading video content and creating transcript files for revisions.
* Prioritizing requests for both alternate format and captioning, creating workflow and adding to the work queue.
* Supervising progress in work queue to make sure materials are received in a timely manner or by deadline. Coordinating with student workers at Extended Campus to get captions up on NAU-TV site by specific dates.
* Quality control of both print matter output and video captioning.
* Publishing completed captioned files and videos to NAU-TV site.
* Delivery of converted material and captioned files to appropriate person.
* Develops and schedules work plans for Disability Resources student employee AFP/UMC staff. Coordinates, monitors, and supervises the activities of Disability Resources student employee AFP/UMC staff, including interviewing/hiring/firing.
* Training AFP/UMC student employees in AFP procedures and video transcription procedures.
* Completing payroll for student employees.

## Knowledge, Skills and Abilities

* Ability to effectively present information and appropriately respond to students, faculty and staff, including students who may be in distress.
* Ability to work with interruptions, frequent deadlines and multiple assignments, multi-task under pressure of deadlines, and ability to make judgments and decisions independently.
* Ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
* Excellent oral and written communication skills, organizational and time-management skills, and problem solving skills.
* Knowledge of different formats for print material and types of assistive technology that may be used to access the material.
* Familiar with best practices for converting print material to an accessible format
* Ability to trouble-shoot and effectively perform video downloads.
* Familiarity with software for converting audio/video files to different formats.
* Detail oriented with excellent eye-hand coordination.
* Ability to communicate technical and possibly complicated information to a non-technical audience.

## Minimum Qualifications

* Bachelor’s Degree or
* 2+ years’ supervisory experience, 2+ years’ experience working in an Alternate Format Program and proficiency with Adobe Acrobat and Microsoft Excel

## Preferred Qualifications

* Experience working with video editing/download/transcription software such as Handbrake, Wondershare, DocSoft, DVD Decrypter, etc.
* Experience creating audio files from print matter
* Experience cutting, scanning and re-binding books