



Student Assistant III – Technology Specialist

Position: Under general direction of the School of Education Administrative Manager and the Disability Services for Students (DSS) Associate Director, the Student Assistant III will assist the DSS Assistive Technology Specialist with the production of alternate media for students with disabilities.

Alternate media is the process of making curriculum materials (textbooks, syllabi, etc.) into accessible formats (MP3 Audio, Kurzweil, Microsoft Word, Braille, etc.) for students with learning disabilities, blind/low vision, and other disabilities. The production of alternate media involves the use of high speed scanners, optical character recognition (OCR) software, Kurzweil 3000, Text-Aloud, and other state-of-the-art technology.

Further, the Student Assistant III will also assist with other technology projects, including but not limited to: Website development using Dreamweaver, evaluating new software, database management, and accessibility reviews.

Qualifications: At least one year of proven experience in a professional setting working with computers, scanners, and other technology, as well as recognized expertise and working knowledge of PC applications, MS Word, and PDF software. Further qualifications include excellent proofreading skills, the ability to handle and maintain sensitive/confidential information, good oral and written communication skills, and the ability to work under tight deadlines.

Preferred Qualifications: At least one year of proven experience in a post-secondary setting working in a similar capacity, recognized expertise and working knowledge of high speed scanners, OCR software, Kurzweil 3000, Text-Aloud, and other software required to produce alternate media.

Pay Range: Level III, \$9.75 per hour

Hours: Approximately 180 hours per semester, starting Fall 2009
(Paid training of up to 15 hours during Spring 2009 semester)

Please contact Scott Kupferman, the Disability Services for Students Assistive Technology Specialist, for more information: (707) 664-4361 or scott.kupferman@sonoma.edu