

Seattle Community Colleges
Human Resources Department
CLASSIFIED JOB OPENING TEMPLATE
Instructions: Complete everything in brackets.

Position Title: IT Specialist 3: Accessibility/Assistive Technology

Location: Seattle Central

Hours & Days: Days, though occasional evening and weekend work may be needed.

SUMMARY

This is a one year "project position" reporting to the Information Technology Director and serving as a liaison with the Disability Services department. The ITS 3 will provide technical support and consultation to faculty, staff and students in the area of IT accessibility and will support relevant equipment and software. Continuation beyond one year will depend on new funding

ESSENTIAL FUNCTIONS

- Provide technical assistance and consultation to the college faculty and staff regarding IT products, software, and ADA accessibility.
- Conduct planning re IT accessibility needs and requirements throughout Seattle Central.
- Collaborate with technical staff and vendors regarding assistive technology, web accessibility and student access to learning.
- Assist students with disabilities, regarding issues of accessibility related to Seattle Central IT/digital media, to involve troubleshooting, training, and proposing alternatives.
- Maintain up to date information regarding alternative media formats, related equipment and recommend efficiencies.
- Troubleshoot and maintain IT equipment related to accessibility.
- Develop and coordinate acquisition plans, specifying requirements and working with vendors

MINIMUM QUALIFICATIONS

- Two years of information technology experience such as consulting, analyzing, designing, programming, installing and/or maintaining computer software and applications, hardware and network infrastructure equipment; directing projects; providing customer or technical support in IT; or administering or supervising staff who performed work in IT disciplines
- Six months experience with disability accommodations, alternate formats, alternative text programs and assistive technology options.
- Evidence of excellent communications/customer service skills

REQUIRED SKILLS & ABILITIES

- Knowledge of current laws and regulations regarding media accessibility, current media formats, alternative text programs, captioning methods and assistive technology options.
- Applications installation ability
- Windows workstation configuration skills
- Project management/planning skills

PREFERRED QUALIFICATIONS, SKILLS & ABILITIES

- Four years information technology experience
- Experience in an educational setting
- Relevant course work, certificate or degree.
- Experience working with a diverse population
- Current A+ or equivalent IT certification

APPLICATION PROCEDURES

Resume including three references. Completion of Required Questionnaire. .