Adaptive Technology and Alternative Formats Intern (ATAFI) Job Description

The Adaptive Technology and Alternative Formats Intern (ATAFI) is a Graduate Assistant who will act as trained back-up support for a full time professional within the DRC. This position is open to current graduate students at PSU. The ATAFI will be expected to adhere to the following job responsibilities and qualifications:

Major Responsibilities

- Converts inaccessible print materials into an alternative format using book-cutters, scanners, optical character recognition software, word processing software, braille translation software, and braille embossers
- Communicates regularly both in person and via phone, email, etc. with faculty, staff, students, and publishing companies
- Maintains complex organization systems (an information management database, local network drive folders, email inboxes, online drives, and digital calendars)
- Maintains consistent communication with other student staff converting print materials, and with supervisor in order to ensure that students receive timely services
- Provides regular drop-in support to students with disabilities on questions and concerns related to adaptive technology and digital access to course materials
- Acts as back-up presenter for workshops on adaptive technology for reading, writing, note taking, and organization and train students on new adaptive technologies
- Supports the student staff converting print materials, and SHAC Testing Services to ensure the accessibility of exams, tests, and quizzes prior to the scheduled testing date
- Partners with DRC professional staff to maintain and update the Disability Resource Center website as needed
- Completes additional duties as assigned

Qualifications (Required)

- Significant experience working with computers and word processing software
- Ability to work empathetically with a diverse client base of students who experience disabilities, as well as overlapping minority identities that can contribute to systemic barriers to equity and inclusion
- Ability to follow established policies and procedures
- Ability to prioritize workloads and manage tight deadlines
● Ability to effectively and respectfully communicate in high-stress situations
● Ability to perceive opportunities for increasing efficiency and/or accuracy
● Ability to stay focused and productive in a self-directed environment, while also working well as part of a larger team.
● Ability to clearly and respectfully communicate both in person and in writing with a wide and diverse range of individuals (faculty, DRC colleagues, DRC students, and more)
● Experience working with Google Apps and database management systems
● Experience teaching or presenting information to students
● Experience working with strict confidentiality guidelines and/or academic information

**Qualifications (Preferred)**
● Experience working with people with disabilities
● Working knowledge of adaptive technology
● Experience using text-to-speech or screen-reading software
● Experience working with optical character recognition software
● Competency in mathematical and scientific academic subjects
● Experience working with computers and word processing software
● Experience training and supervising others
● Knowledge of basic HTML and web content design
● Willingness to ask questions immediately when information is unclear

**Eligibility**
● Successful candidate will be enrolled as a full-time, degree-seeking student in good academic standing and making satisfactory progress toward their degree.

**Hours and Wage**
● **Office Hours of Operation:** 9 a.m. to 5 p.m. Monday through Friday (Weekday evening hours may also be available.)
● **Approximate Working Hours:** .49 FTE, approximately 20 hours per week
● **Wage and Compensation:** $15.38 per hour and a PSU Graduate Assistant tuition stipend