

Wright State University
CLASSIFIED JOB SPECIFICATION
Technology Center Assistant

I. JOB INFORMATION

Job Title: Technology Center Assistant (CS 02)

Job Class: 21212 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision provides alternate formats for textbooks, classroom materials and exams to students with disabilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Supervises and trains student workers, processes timecards, maintains standard databases, monitors and orders office supplies.
- Determines reading, scanning and Brail requirements for timely delivery of materials to student patrons.
- Obtains books on tape or arranges to have the materials transmitted to an alternate media. Prioritizes duplicating and scanning projects.
- Trains student readers, scanners and office workers. Assists in the recruitment of volunteer workers.
- Tracks requests received, obtains information, materials and textbooks.
- Contacts departments and faculty members for syllabi of required readings. Assists patrons in securing additional bibliographical materials.
- Maintains patron records and monitors office supplies.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high-school diploma or GED and six months of (FT)related work experience. Two years of post-secondary education in a related field may be substituted for the required work experience. Ability to use and understand technology. Working knowledge of and experience with a variety of software programs. Strong interpersonal, communication and organizational skills. Excellent customer service skills. Ability to calculate basic math.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Math. Word-Standard.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Certificate in Adaptive Technology.

VIII. JOB SERIES

21210

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.