

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTIVE TECHNOLOGY PROGRAM ASSOCIATE

Reports To: Designated Supervisor

UW Job Code: 3203

UW Job Family: 3C – Instructional/Educational Service

SOC Code: 21-1099

FLSA: Non-exempt

Pay Grade: 17

Date: 6-12-14 (revised 2-26-18)

JOB PURPOSE:

Under general supervision, assist WIND Assistive Technology Resources (WATR) program to support individuals, families and professionals in the use of Assistive Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with correspondence regarding assistive technology, available software and hardware, troubleshooting and accommodations.
- Provide organizational support in the preparation and delivery of assistive technology events, workshops and training.
- Assist with data collection and reporting of confidential information.
- Assist with the implementation of assistive technology programs and accommodations.
- Maintain assistive technology device inventories for loan and recycling activities send out devices and accompanying parts for loans, process device returns; and coordinate assistive technology device recycling activities.
- Coordinate the compilation and distribution of a monthly electronic newsletter.
- Perform a variety of clerical duties such as filing, duplicating materials, etc.
- Organize and maintain up-to-date electronic and paper records.

SUPPLEMENTAL FUNCTIONS:

- Perform other special projects and duties, as assigned.
- Serve on committees and represent the unit at various meetings and events.
- Participate in planning and achievement of departmental goals.
- Assist with device inventory.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Integrity
- Work Tempo
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **Valid Driver's License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Fundamentals, terminology, techniques, equipment and materials of access and assistive technology for individuals with physical, sensory and learning disabilities.
- Assistive Technology and Augmentative/Alternative Communication (AT/AAC) devices, computers and computer systems, hardware, peripherals and specialized software.
- Current federal & state disability law [Section 504 and 508 of the Rehabilitation Act, Title II of the American Disabilities Act (ADA) and Amendments Act (ADAAA), and Individuals with Disabilities Education Improvement Act (IDEA)] as they apply to programs and activities.
- Current laws regarding media accessibility, current delivery media formats, alternative text programs, captioning programs, and assistive technology options (Individuals with Disabilities Education Improvement Act, 2004).
- Applicable University, federal and state rules and regulations.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Customer service principles, techniques, systems, and standards.
- Data collection for reports, statistical and market analysis.

Skills and Abilities to:

- Stay current in regards to laws, trends and initiatives relating to individuals with disabilities and assistive technology.
- Understand, interpret and implement Federal, State and University policies and procedures.
- Assist with special events for the WATR Program.
- Provide excellent customer service that consistently meets or exceeds the needs of students, colleagues, and the public.
- Understand and carry out instructions.

- Communicate effectively and diplomatically, both orally and in written format.
- Supervise and train assigned student employees, including organizing, prioritizing, and scheduling work assignments.
- Adhere to high standards of integrity, confidentiality, and honesty.
- Manage time effectively.
- Organize resources and establish priorities.
- Work as a team member and foster a cooperative team environment.
- Learn about assistive technology devices.

WORKING CONDITIONS:

Routine office working conditions. Regular in-state and out-of-state travel to special events; exposed to regular repetitive hand movement for computer usage.

DISTINGUISHING FEATURES:

Assistive Technology Program Associate: Functions under general supervision to provide project assistance for WIND Assistive Technology Resources (WATR) program to support individuals, families and professionals in the use of Assistive Technology. Typically has limited authority for independent judgment and decision-making.

Assistive Technology Program Specialist: Functions under limited supervision to coordinate specific activities, outreach, presentations and training for WIND Assistive Technology Resources (WATR) Assistive Technology lab. Assists with program goals and objectives, as directed.

Assistive Technology Program Specialist, Senior: Functions under very limited supervision to develop and implement multiple activities and programs for WIND Assistive Technology Resources (WATR) program, including supervision of program components, program marketing and the development of assistive technology training for educators throughout Wyoming.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.