## EMPLOYMENT OPPORTUNITY

## POSITION: Alternate Media Specialist

## (Classified as Administrative Analyst/Specialist, Non-Exempt ) JOB #16/92

Full time, temporary position available on or after July 15, 2017 and ending on or before July 14, 2018 for Disability Resource Services. Possibility of reappointment based on budget, department needs, and job performance.

**ESSENTIAL DUTIES:** Under the general supervision of the Disability Resource Services (DRS) Director, the Administrative Analyst/Specialist, Non-Exempt (Alternative Media Specialist) coordinates and oversees the procurement and production of accessible instructional materials for Stanislaus State students both on main campus and at distance learning sites. Provision of accessible instructional materials for Stanislaus State students is legally mandated by Sec. 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act as Amended. The incumbent is expected to independently carry out day-to-day assignments without immediate direction and has delegated authority for operationally implementing policies and procedures related to accessible instructional material procurement and creation. As the position is responsible for the handling and administration of classroom instructional materials with integrity and confidentiality daily, the incumbent needs to function at a high level of reliability, judgment and discretion. The incumbent is responsible for the coordination and provision of printed texts, handouts, testing materials and other required academic resources in alternate format for students. This requires professional communications and coordination of services with national publishers, statewide and local university resources, and DRS staff. The incumbent ensures efficient and timely response to student requests for instructional materials in alternate format. To meet these requests in a timely manner, the incumbent may, with approval from the Director, hire, train, and supervise student assistants. The incumbent is also responsible for the development and coordination of a campus alternate media library of resources and for collaborating with the CSU-wide library of resources. Duties include but are not limited to:

* The incumbent will independently provide orientation to accessible instructional material (AIM) accommodation services to new DRS students. This includes making recommendations for individual student training in assistive technology software as needed to best utilize AIM services.
* Responsible for the coordination and provision of printed texts, handouts, testing materials, and other required instructional materials in accessible format for students.
* Evaluate student alternate format requests, research and access sources of alternate formats of text, e.g., (RFB&D), E-text (publishers, CSU's Center for Alternate Media, scanned text)
* Ensure the timely, accurate, and secure delivery (both physical and electronic) of Accessible Instructional Materials in a wide variety of specialized formats.
* Provide day-to-day operational procedures including data entry, querying, and reporting for DRS and CSU alternate media databases.
* Develop and maintain collaborative relationships with faculty and academic departments to ensure efficient provision of alternate format of Instructional textbooks and other materials.
* Develop and maintain collaborative relationships with National publishers and other university programs to ensure efficient provision of alternate format instructional materials in a timely manner.
* Develop and maintain a tracking database that will yield information regarding service provision, utilization, and timeliness.
* Independently create accessible versions of instructional materials (textbooks, handouts, tests, and other supplemental materials) when an accessible version is not available. This includes production of materials in the preferred usable format of the student.
* Independently perform document accessibility diagnosis and remediation including use of optical character recognition (OCR) systems and text editing. This includes correction of materials such that the resultant materials are usable by students.
* Ensure the maintenance, management, and secure storage (both electronic and physical) of the DRS inventory of AIM in a wide variety of formats (digital, audio, print, and Braille).
* Ensure that all equipment and software related to AIM production and distribution are in good working order and secure. Make recommendations for new and updated equipment as needed.
* Remain current in the fields of AIM and universal design for instruction (UDI).
* Provide CSU system-wide consultation on best practices of production of AIM formats and data collection, as requested, to the Director of the Center for Accessible Media (CAM) and other CSU campuses producing alternate media
* Work with the DRS Director to establish and meet standards for service delivery of AIM.
* Independently gather, and analyze data on accessible instructional material accommodation use and for semester and annual reports to allow tracking and trend identification and monitoring
* Suggest program modifications to improve student satisfaction, program efficacy and program utilization based on accommodation usage data.
* Responsible for training students, staff, faculty, and administrators in accessibility processes, laws, and procedures related to production and distribution of Accessible Instructional Materials. Other responsibilities and duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree and/or equivalent training.
* Minimum of two years administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

**PREFERRED QUALIFICATIONS:**

* Direct experience in a post-secondary program, which provides academic accommodations to students with disabilities.
* Proficiency in creating accessible PDF, PDF/A, and PDF/U digital documents
* Proficiency in creating accessible e-pub digital documents
* Proficiency in document accessibility diagnosis and remediation including use of optical character recognition (OCR) systems and text editing.
* Proficiency in JAWS and Read & Write assistive technology software tools.
* Proficiency in Adobe Creative Suite, ABBYY FineReader, and Calibre software tools.
* Knowledge of video and audio recording and editing software tools.
* Knowledge of closed captioning and audio description production and distribution.
* Proficiency in accessing the CSU digital Center for Accessible Media database.
* Knowledge of cloud storage systems for file distribution.
* Ability to analyze complex situations, determine appropriate courses of action and appropriately apply policies in pressured situations. Experience dealing with a confidential filing system is desirable.
* Demonstrated experience in maintaining a website is desirable.
* Working knowledge of procedures and practices related to service delivery to students with disabilities in post-secondary educational institutions.
* Proficiency with Mac, Windows, iOS, and Android operating systems.
* Significant experience with electronic document formats, including but not limited to Microsoft Word (DOC, RTF, TXT), HTML, Adobe Acrobat (PDF), and common publishing formats.
* Working knowledge of common assistive technology software and operating system accessibility features used with alternate media.
* Ability to independently learn, interpret, apply and clearly communicate disability-related procedures, policies, information, ideas and instructions to students
* Ability to independently analyze and determine most efficient methods of delivering academic reading and AIM services to students with disabilities
* Ability to independently coordinate large volume of AIM accommodation requests with accuracy, efficiency and confidentiality
* Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
* Ability to apply independent judgment, discretion and initiative to address problems and develop practical, thorough solutions
* Demonstrated ability to effectively interpret, organize and present information and ideas in written or presentation form related to reading accommodation services with little to no supervision.
* Ability to independently train others on new skills and procedures and provide lead work direction
* Ability to rapidly acquire a working knowledge of the specific objectives of DRS and its relationship to the total campus operation independently.

**SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:**

* General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods.
* Working knowledge of general practices, program, and/or administrative specialty.
* Basic knowledge of and ability to apply fundamental concepts.
* Working knowledge of budget policies and procedures.
* Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
* Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
* Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
* Ability to organize and plan work and projects including handling multiple priorities.
* Ability to make independent decisions and exercise sound judgment.
* Ability to compile, write, and present reports related to program or administrative specialty.
* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.

**SALARY RANGE:** $3,288 - $5,695 per month plus excellent paid benefits (position will normally be hired at or near the entry salary). The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

**POSITION IS OPEN UNTIL FILLED. APPLICATION SCREENING WILL BEGIN JUNE 29, 2017.** (Applications received after the screening date will be considered at the discretion of the university.)

**APPLICATION PROCEDURE:** Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at <http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html>), **cover letter**, and **resumé** to:

California State University, Stanislaus ∙ Human Resources Department

Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)

One University Circle ∙ Turlock, CA 95382

For questions, please contact: Mr. Marvin Williams (209) 667-3888

**A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.**

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: <http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf>.

**THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW**

The annual Campus Security and Fire Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and, campus fire statistics. You can obtain a copy of this report at: <https://www.csustan.edu/upd/crime-statistics>. To request a printed copy call: (209) 667-3572; Fax: (209) 667-3104; or email: [Public\_Safety@csustan.edu](mailto:Public_Safety@csustan.edu). Information regarding Campus Security Reports at other locations can be found at: <http://ope.ed.gov/security/>. CLERY ACT:  IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML](http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html).

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A ‘MANDATED REPORTER’ UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

**iNFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE**

6/15/17