

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 SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3204

UW Job Family: 3C – Instructional/Educational Service

SOC Code: 21-1099

FLSA: Exempt

Pay Grade: 20

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

JOB PURPOSE:

Under limited supervision, coordinate specific activities, outreach, presentations and training for WIND Assistive Technology Resources (WATR) Assistive Technology lab.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify and recommend tools, strategies, and support services that will contribute to improved performance and increased independence for individuals with disabilities.
- Plan, deliver and report assistive technology activities.
- Coordinate and deliver assistive technology training events, workshops and training.
- Analyze, develop, and monitor the successful implementation of assistive technology plans.
- Perform a variety of clerical duties such as filing, duplicating materials, etc.
- Organize and maintain up-to-date electronic and paper records.
- Maintain inventory of assistive technology equipment.
- Provide guidance to Assistive Technology Associates.
- Complete and submit contract deliverables.

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.
- Represent the University of Wyoming, WIND and assistive technology programs at trade shows, meetings and conferences.

COMPETENCIES:

- Attention to Detail
- Independence
- Individual Leadership
- Strategic Planning
- Consistency
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

Assistive Technology Professional Certification (RESNA Certified)

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), 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.
- Applicable University, federal, and state rules and regulations.
- Assessment and data analysis techniques, methods and practices.
- University and community outreach entities and support organizations.
- Request for proposal techniques and methods.
- Special events planning methods and techniques.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Integrate assistive/adaptive technology with other technology applications and programs, operating systems, and computer technologies in varied environments.
- Use strong analytical and critical thinking skills and analyze, summarize and effectively present information for the WATR Program.

- Organize and promote special events for the WATR Program.
- Apply problem-solving techniques and professional judgment in complex, confidential and sensitive situations.
- Provide excellent customer service that consistently meets or exceeds the needs of students, colleagues, and the public.
- Access, establish and maintain a network of community agencies for resources and referral purposes to support individuals with disabilities.
- Communicate effectively and diplomatically, both orally and in written format.
- Supervise and train others, including organizing, prioritizing, and scheduling work assignments.
- Adhere to high standards of integrity, confidentiality, and honesty.
- Work as a team member and foster a cooperative team environment.

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.