



<b>Department:</b>	Disability Services
<b>Position:</b>	<b>Alternate Media Graduate Assistant</b>
<b>Hours/Week:</b>	19.5
<b>Contract Dates:</b>	August 7, 2023 - May 3, 2024
<b>Supervisor:</b>	April Jackson/Heather Chism
<b>Supervisor Contact:</b>	<a href="mailto:acjackson3@eiu.edu">acjackson3@eiu.edu</a> / <a href="mailto:hnychism@eiu.edu">hnychism@eiu.edu</a> 217-581-6364
<b>Benefits:</b>	\$ 1000/Month

### **Duties and Responsibilities: Alternate Media Graduate Assistant**

The primary function of the position of Alternate Media Graduate Assistant will be to assist the Alternate Media Specialist in preparing instructional materials into an accessible format for students with visual impairments, learning print-related disabilities and other learning disorders. This process includes the following tasks:

- Work cooperatively with the Alternate Media Specialist and other members of Student Disability Services
- Use a web-based system to obtain student and textbook information
- Follow a variety of procedures for obtaining and preparing print materials for conversion
- Utilize computer software and hardware to convert books into a usable document
- Edit books accurately into a format that is usable for text-to-speech software
- Save, organize, and update textbook files
- Follow the process for posting books in electronic format for student use
- Maintain thorough, current records using the established format
- Train students in the use of text-to-speech software
- Assist Alternate Media Specialist and other staff members of Student Disability Services in completing other tasks as requested.
- Completes work hours in the office

The ideal candidate will possess:

- Exemplary written and oral communication skills
- Excellent organizational skills
- Excellent technology skills and comfortable with learning new technology
- Experience with Microsoft Word, Excel, and Teams