

Alternate Media GA Position

The Office of Student Disability Services seeks a graduate student to be the alternate media assistant to assist the Alternate Media Specialist in preparing instructional materials into an accessible format for students with visual impairments, print-related learning disabilities, and other learning disorders. This process involves the following tasks:

- Work cooperatively with the Alternate Media Specialist and other members of the Office of Disability Services (ODS)
- Use a web-based system to obtain student and textbook information
- Follow procedures for obtaining and preparing print materials
- 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 members of the Office of Disability Services in completing other tasks as requested.

The ideal candidate will possess:

- Exemplary written and oral communication skills
- Excellent technology skills
- Experience with Microsoft Word and Excel

Application Process:

1. Complete a graduate assistantship application with the Graduate School
2. Send a cover letter describing your qualifications and interests and a professional resume to Dr. Karla Sanders, CASA, 600 Lincoln Avenue, Charleston, IL 61920 Or, cover letters and resumes may be sent as attachments to kjsanders@eiu.edu.

Due Date March 31, 2017

