

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service?	Yes _____ No <input checked="" type="checkbox"/>
UMB Department	Educational Support and Disability Services
	(Full Name of Department)
Off-Campus Agency	
	(Full Name of Agency- For Off-Campus Positions Only)
Address	621 W Lombard Street, Suite 304, Baltimore, MD 21201
Telephone	410-706-5889
Fax No.	410-706-2865
Work Study Supervisor's Full Name	Heather Moore
Work Study Supervisor's Title	Associate Director of Educational Support and Disability Services
E-mail Address	heather.moore@umaryland.edu
Alternate Supervisor's Full Name	Ann Kim
Alternate Supervisor's Title	Director of Educational Support and Disability Services
E-mail Address	ann.kim@umaryland.edu
Job Title	Assistive Technology Assistant
Job Function:	<input checked="" type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative _____ Research Lab _____ Research Clinical _____ Tutor _____ Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Assistive Technology Assistant

Department: Educational Support and Disability Services (ESDS)

Shift: Flexible hours M-F, standard

Hours: up to 20 hours a week

Type: Part Time

Positions 2

Primary Duties

The Office of Educational Support and Disability Services (ESDS) seeks a competent, independent, and access-minded student(s) to serve as the Assistive Technology Assistant. ESDS works with students of all disabilities and collaborates with UMB students, faculty and staff to facilitate academic success to make education accessible regardless of ability. This position will work to support these goals and to support the accessibility needs of the students through document accessibility, technology management, assistive technology research, and similar training.

Alternative Text Services

- Provide coordination assistance for alternative text (Alt Text) services, through identifying correct pathway to fulfill textbook in necessary accessible format.
- Understand and communicate effectively document accessibility practices and Alt Text materials.
- Assist supervisors in creating accessible documents

Assistive Technology

- Research, compile resources, and draft trainings about document accessibility, assistive technology, etc.
- Manage assistive technology storage and loan system.
- Assist with maintaining technology, as well as provide individualized and group training about UMB assistive technology resources available for students
- Assist supervisor(s) with troubleshooting issues with assistive technology and provide individualized assistance to users.
- Compile and track data related to assigned assistive technology licenses, usage and user feedback.

Other

- Assist in researching and troubleshooting various adaptive and assistive technology for education in ESDS and the Testing Center.

- Assist in notetaking assignments and review as necessary
- Other duties as assigned.

Minimum Qualifications:

- Bachelors, 4 year comparable
- Understanding of adapting and creating accessible documents, basics of document accessibility, and ability to communicate effectively.

Required Skills and Abilities

- Ability to use personal computer for accessing on-line platforms such as Zoom, Webex, Office 365, etc.
- Apply basic analytic skills, personal computers and spreadsheet software; to communicate effectively both orally in writing
- Ability to maintain confidentiality, work independently, and manage multiple tasks.
- Outstanding communication, interpersonal, and customer service skills
- Previous Experience working in a confidential environment is preferred.

To apply please provide the following:

1. Single page resume with outlined experience related to role
2. A short answer (ideally about 200 words): Share your first experience creating accessible documents or what you consider to be your favorite part of document accessibility.
3. OR if you have never created an accessible document: run your resume or a document you have recently created through an accessibility checker and share one thing that you found surprising.

Note: Please do not use ChatGPT or similar AI to create either document.