Federal Work Study
Job Description Form

Job Title: Assistive Technology TRAINER
Department or Organization: OSDDS
Address (Off campus only):
Supervisor: MAUREEN L. CONROY
Office: Don 135
Phone: 552-2582
Email: mconroy@hcc.edu
Designee: JUAN DIXON
Office: 552-2417
Phone: Donahue 147
Email: jdixon@hcc.edu

Desired No. of Hires: 2

General Job Description:
Provide Assistive Technology training to students in OSDDS

Detailed List of Duties:
- Learn assistive tech, software & hardware
- Train students on the use of AT applications: 1:1 & groups
- Assist w/group trainings for students & staff

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

None

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.
Confidentiality Required, care of equipment
Required AND excellent service to the public required.

Skills and/or previous experience desired:
Assistive Skills Preferred, Basic technology skills required
Ability to work with a diverse student/staff pop.

Amount of supervision required:
☐ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):
DAYS only. Flexible schedule.

How to Apply: Contact supervisor/designee listed above.

Yes

Completed and Submitted By:
MAUREEN L. CONROY  DIRECTOR OSDDS
Print Name of Supervisor  Title  Date 11/9/21

Please return completed form to drosado@hcc.edu