

Kishwaukee College Work Study Position

DEPARTMENT: Disability Services Print Conversion Assistant

JOB DESCRIPTION (Include major duties to be performed):

Job will entail the conversion of print materials into a variety of media. Conversion may include conversion of materials to braille, print graphs/charts to tactile format, preparation of ebooks to prepare for audio version, etc. Training will be provided. Duties may also include answering phones, taking messages, making appts and serving people who walk into the office.

QUALIFICATIONS/SKILLS REQUIRED

Excellent computer skills, ability to learn new computer programs and new processes quickly. Must perform with GREAT attention to detail. Good attendance a must; follow through on time sensitive tasks is required. Ability to work on multiple projects simultaneously. Ability to follow direction from multiple staff and ask questions when something is not understood or made clear.

NUMBER OF HOURS PER WEEK: 20

DAYS OF WK. (check one): Flexible or Must be able to work the following days of the week: needed days will be determined based on meeting student needs and other workers' schedules

PERSON TO CONTACT (Setting up Interview): Ann Wilson

CONTACT INFORMATION: Office, phone, email: A1317; ext 3960;
arc@kishwaukeecollege.edu