



**DUBLIN CITY UNIVERSITY**

**Information Systems and Services (ISS)**

**Assistive Technology Co-ordinator (Permanent)**

## **Background**

Dublin City University is committed to facilitating people with disabilities as an issue of basic human rights and an integral part of its commitment to equality of opportunity in higher education.

The ISS Department serves the computing and information systems needs of Dublin City University including, but not limited to:

- The provision, development and maintenance of information systems and services to support academic and operational excellence and the strategic and operational management information needs of the DCU community across multiple campuses.
- The provision of web/mobile based systems and web based service design, development and maintenance.
- The development and maintenance of the ICT infrastructure underpinning the university systems and services, and the on-going development of DCU as a 21st Century Digital Campus.
- The development/procurement and delivery of solutions and services which enhance the student experience and support the Teaching & Learning and Research activities of the university.

The Information Systems and Services (ISS) Department wishes to recruit to the role of Assistive Technology Co-ordinator on a permanent, full-time basis. We are seeking an individual who is innovative and service delivery and customer focused for the role. The successful candidate will have a proven track record in the development and delivery of Assistive Technology services within a higher education environment together with excellent interpersonal, communications and customer service skills.

## **Post Summary**

The Assistive Technology (AT) Co-ordinator will work principally within the Information Systems Services Department across the multiple campuses of DCU. The role requires very close liaison with the University's Disability and Learning Support Unit to provide support to students and staff with disabilities in the provision of teaching material and information in accessible formats. He/she will also provide training to university staff and students in the use of Assistive Technology.

**Responsibilities will include, but are not be limited to the following:**

***Assistive Technology:***

- Maintain and support existing Assistive Technology equipment and software currently in place for people with disabilities with particular focus on the needs of students.
- Continual development of knowledge and understanding of adaptive devices for people with disabilities: including learning intervention software and standards to support effective learning.
- Continual development of knowledge and understanding of augmentative communication products within a university environment.
- Liaise with key stakeholders in all University Departments in developing Assistive Technology systems across the DCU campuses.
- Maintain and support existing equipment in advanced technology and regularly assess the effectiveness of technology in a learning environment.
- Keep abreast of developments in advanced technology and advise on the acquisition of appropriate Assistive Technology.
- Participate in the Assessment of Need process for Assistive Technology.
- Arrange for the purchase, distribution and installation of all new Assistive Technologies in consultation with the Disability Service.
- Liaise with all relevant areas across DCU, but in particular the Library and relevant academic colleagues, regarding requirements in terms of Alternative Formats.

***Training and Development:***

- Assist in the development of best practice to enable the university to meet the NDA e-accessibility guidelines produced in relation to the accessibility of electronic information to meet requirements under the Disability Act (2005) and other relevant legislation.
- Assist in the provision of training to relevant Academic and other staff producing electronic teaching or other material to meet relevant NDA e-accessibility standards.
- Liaise with Faculty Administrators, teaching staff and other university personnel regarding the Assistive Technology (AT) and Alternative Format requirements of people with disabilities within a learning environment.
- Provide training to academic and administrative staff, and in particular staff within the ISS Department, and students with disabilities, on best practice in the use of Assistive Technology, Alternative Format and on the design of web and multimedia materials, including formatting.

- Ensure the cascading of AT related skills within the ISS and other relevant Departments.

**Administration:**

- Ensure that purchase records are maintained in accordance with university policy and procedures..
- Provide annual reports to the ISS Department and Disability Service in relation to the progress and further development of Assistive Technology Service across the campuses of DCU.
- Observe the confidentiality of matters relating to students and with regard to the Disability Service in general.
- Document all aspects of the role fully and publish as appropriate.
- Represent ISS/Disability and Learning Support Unit at agreed meetings/events.

**Additional Duties:**

- Perform other duties related to the post as may be assigned from time to time by management.
- Regular review of post activities in order to optimise processes and procedures in terms of effectiveness and efficiencies.
- Participate in general ISS project work.
- Provide general support to ISS Service Desk activities.
- Undertake other duties assigned from time-to-time by ISS management.

**Salary Scale:**

€23,789 - €36,157 (IT Computer Support Personnel)

**Informal Enquiries to:**

Ian Spillane, Senior IT Systems Officer Email:ian.spillane@dcu.ie

**Closing date: 29<sup>th</sup> July 2016**

**Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #376 Assistive Technology Co-ordinator**

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

***Dublin City University is an equal opportunities employer***

