## GMU Federal Work Study Employment Position Request

**Date of Request:** 12/17/14

**Position#:** WG144Z

**Title:**  ATI Office Assistant

**Unit/Department:** Assistive Technology Initiative

**Location:** Aquia Building, Rm. 238

**Contact Person(s):** Korey Singleton, ATI Manager, ksinglet@gmu.edu, 3-2143

 Courtney Shewak, Accessible Media Coordinator, cshewak@gmu.edu, 3-4329

The George Mason University Assistive Technology Initiative is seeking a highly motivated and versatile individual for a part-time, 10-15-hour/week Office Assistant position.

The primary duties will include the following:

* Support the production of accessible text resources (i.e., Braille, large print, and electronic text) for individuals with print disabilities;
* Support the production of accessible media (i.e., captioning) for individuals with sensory impairments;
* Assist with testing Web sites and documents for accessibility;
* Support both the ATI and the Compliance, Diversity and Ethics Office with the dissemination of routine information to other departments/units regarding services;
* Other duties as assigned.

Applicants should have knowledge of the operation of office equipment and personal computers, knowledge of Microsoft Office applications, experience with web development (preferred, but not required), possess strong professional communication skills, be detailed-oriented, show willingness to learn new technology, and have experience in multitasking environment. The ability to handle confidential information with the highest levels of discretion and the ability to shift from independent work to group projects are also keys to success in this position.

The position will start at 10 hours/week. Working hours are flexible.

**Beginning Date:** 1/26/2015

**Ending Date:**

**Salary:** $10/hour

Open until filled