
Job Title	Access-Ability Services Assistive Technology (AT) Specialist
PVN ID	KB-2509-007049
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Academic Affairs - Office of Access-Abil
Status	Full Time
Annual Salary	\$52,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Nov 30, 2025 (Or Until Filled)

General Description

Access-Ability Services at Kingsborough Community College serves as a disability resource, promotes equity, and provides appropriate accommodations to KCC students with disabilities. As part of its services, Access-Ability Services maintains an Assistive Technology Lab for student use.

Assistive Technology (AT) is designed to compensate for disability and foster student independence. The lab offers a wide array of hardware and software for students with disabilities, including but not limited to: CCTV, scanners, Braille Embosser, Braille keyboard, large print keyboard, and software such as JAWS screen-reader, ZoomText, Dragon NaturallySpeaking, Read and Write, ABBYY FineReader, Kurzweil 1000, and Kurzweil 3000.

The Perkins Grant Program at Kingsborough funds initiatives to improve career and technical education (CTE) programs. As part of a continuing initiative to improve outcomes for CTE students with disabilities, the Perkins Grant Program will fund a full-time Assistive Technology Specialist to assist students in the Assistive Technology Lab.

The Assistive Technology Specialist will:

- Research and test new Assistive Technology (AT)
- Process equipment loans to students
- Update and maintain lab computers in collaboration with IT
- Update and maintain Access-Ability Services (AAS) equipment (audio recorders, FM Units, Surface Pros, laptops, etc.)
- Organize and maintain inventories of equipment and supplies
- Organize and maintain libraries of files and materials related to accommodations
- Maintain a record of the daily flow of activity in the AT lab for monthly reporting
- Convert print or inaccessible academic materials to accessible formats as needed for faculty/staff and students
- Provide technology tutorials for students
- Provide workshops and individual assistance with Degree Works, CUNYFirst, Brightspace, Office 365,

and any other CUNY affiliated software services

- Provide direct assistance with technology for students requiring such for academic purposes
- Attend CUNY AT trainings
- Train AAS staff on the usage of AT to accommodate disabilities
- Work with the Communications Department to update the KBCC AAS website
- Provide faculty/staff consultations
- Other duties as assigned

Other Duties

Qualifications

- An associate's degree or equivalent, and **preferably a bachelor's degree OR at least two (2) years of experience** working as an AT technician with students with disabilities in a postsecondary setting
- Possession of the core competencies determined to be required at the time of hire
- Proficiency with office computer software and Assistive Technology appropriate for a postsecondary academic environment
- Ability to work with diverse groups, including students with disabilities, faculty, and staff, and provide excellent customer service
- Ability to organize and manage diverse projects and activities simultaneously
- Ability to develop and keep accurate records
- Ability to instruct and present effectively
- Ability to communicate effectively individually and with groups, orally and in writing (including using technology)
- Ability to be proactive and take initiative
- Ability to work collaboratively
- Ability to work effectively with limited supervision