

Job Title: Assistant Director of Assistive Technology

Job ID: 30345

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director, the Assistant Director of Assistive Technology:

- Oversees the Assistive Technology Resource Lab.
- Assists with planning and provides comprehensive assistive technology services programs for students and employees with disabilities.
- Assesses adaptive technology needs of students/employee. Provides technical support and training for the various hardware and software involved in delivering support services, including Braille embosser, speech synthesizers, digital voice recording devices, CCTV, high-speed scanners, Kurzweil 1000 and 3000, JAWS, ZoomText, CART, C-Print, remote captioning, etc.
- Supervises part-time staff in the delivery of technological and interpretive services to students.
- Assists with planning and provides a comprehensive program of services for faculty, staff, and students with disabilities.
- Provides Accessibility Counseling/advising to a case load of students within the office.
- Assesses programs and services to enhance student success and the student experience.
- Assists with daily supervision of the unit, including budgets, personnel supervision, and facilities/equipment management.
- Provides leadership and expertise in electronic access issues related to the web and other electronic resources.
- Assists with the creation of accessible websites.
- Serves as liaison to the Library Services and Campus Information Technology Department and various departments.
- Performs related duties as assigned.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

Preferred qualifications include:

Master's Degree in Computer Science, Rehabilitation Technology, Rehabilitation Engineering, Rehabilitation Counseling, Special Education, or related strongly preferred. Assistive Technology Professional (ATP) certification preferred. 3-5 years experience in Higher Education. Thorough knowledge of policies, procedures, academic accommodations, and legal requirements such as Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, ADA, ADAAA, and Section 508 highly desired. Knowledge of Assistive Technology desired.

CUNY TITLE OVERVIEW

Assists with planning and providing a comprehensive program of services for students with disabilities.

- Assists with daily supervision of the unit, including budgets, personnel supervision, and facilities/equipment management
- Provides guidance and advisement to student organizations, administrators, faculty and others on concerns and issues related to students with special needs
- Interacts with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services
- Presents programs and workshops, and prepares communications to students and others promoting the goals of the unit
- Organizes and provides for assistive technology and interpretive services
- May develop and/or review individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines of the American with Disabilities Act (ADA)
- Performs related duties as assigned.

Job Title Name: Student Disability Services Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$64,649 - \$68,004

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

June 13, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.