

Alternative Media Production Assistant (4723C), Disabled
Students Program - 76854
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256089>

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Posted Apr. 21, 2025, set to expire Jul. 1, 2025

Job Title	Alternative Media Production Assistant (4723C), Disabled Students Program - 76854
Department	Disabled Students' Program
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Multicultural Affairs/Diversity
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Disabled Students' Program (DSP) is the designated campus entity which identifies and recommends reasonable accommodations, and provides appropriate auxiliary services to students with disabilities in accordance with federal and state law, and university policy. DSP is responsible for ensuring that print and/or electronic materials, are provided in formats that are accessible for students with print and/or qualifying physical disabilities.

Position Summary

DSP is responsible for ensuring that print and/or electronic materials, are provided in formats that are accessible for students with print and/or qualifying physical disabilities. The Alternative Media Production Assistant is responsible for analyzing print and/or electronic materials, converting standard/complex print and electronic materials into accessible formats based on established workflows.

Application Review Date

The First Review Date for this job is: May 2, 2025

Responsibilities

Document Preparation

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- Breaks down scanned image files into smaller files, applies proper file naming conventions, and adjusts images to prepare for Optical Character Recognition (OCR), including cropping, rotating, and modifying brightness, contrast, or sharpness. Corrects skew and splits pages when necessary.
- Leverages tools such as DocFetcher and various online resources to locate previously converted materials for reference and improve efficiency.
- Prepares and scans textbooks and other materials, making necessary adjustments to scanning settings for optimal quality.
- Creates OCR zone templates and utilizes character training to automate layout and recognition processes.
- Creates and updates Microsoft Word macros to streamline processes, reduce formatting errors, and automate document bundling tasks.

Content Conversion

- Designs and maintains alternative media formats, such as Braille, audio, large print, and electronic text, to ensure accessibility compliance.
- Removes embedded formatting codes and manipulates files using OCR tools, determining appropriate zones, and ensuring logical reading order.
- Reviews and proofreads content for accuracy, conducting necessary clean-up or retyping, specifically for files with complex markup, symbols, images, and tables.
- Creates Alt-Text or Extended Descriptions for visual content.
- Utilizes software like Adobe Illustrator to modify diagrams, charts, and graphics, producing Tactile Graphics as required.
- Converts STEM content by utilizing tools such as MathType, MathPix and DreamWeaver, ensures accuracy through proofreading and formatting, and converts to HTML
- Learns and utilizes new assistive technology based on individual student needs (e.g., Kurzweil, Speechify, NaturalReader) to make recommendations and adjustments to documents.
- Edits and adapts classroom exams according to individual student requirements, ensuring the integrity of assessments is maintained.

Post Production

- Prints and embosses hardcopy materials and reassembles hardcopy materials into reusable formats.
- Determines appropriate rebinding techniques and binds materials based on end-user needs and the material being bound.
- Reports technical or formatting issues encountered during conversion

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- Uploads and organizes completed files to the Alternative Media Database and within the hierarchical file system

Information and Database Management

- Uses the DSP Alternative Format Production database to process and track conversion requests, and to update holdings.
- Minimizes production time for specialized projects by flagging documents that require cleaner copies from the library or accessible textbook database.
- Maintains stewardship of all electronic records and alternative format holdings.

Other duties as assigned.

Required Qualifications

- Ability to work independently.
- Knowledge of PC and Mac operating systems.
- Ability to apply technical skills and knowledge of document scanning and alternative format conversion processes.
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- Ability to type at a speed of no less than 70 words per minute.
- Past/prior experience providing content, copy editing, and proofing of written materials.
- Experience working with Google Drive.
- Knowledge of Calculus and Chemistry.
- Effectively operate specialized programs (e.g. Kurzweil, Abbyy FineReader, OmniPage, and Adobe Acrobat Professional) to create accessible documents.
- Ability to accurately manipulate documents using Microsoft Word and Adobe Acrobat Professional.
- Effective written and interpersonal communication skills.
- Strong organizational and time management skills.
- Detail oriented.
- Accessibility Courses and Training through the CCC Accessibility Center or other recognized institution
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Certification in Braille Transcription.

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- Knowledge and understanding of alternative format methods and strategies.
- Knowledge of Abby FineReader, OmniPage, and Adobe Acrobat Professional.
- Experience with LaTeX and HTML.
- Knowledge of Braille transcription, or on-going process toward Braille certification.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$26.26 (Step 1) - \$30.62 (Step 8).

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

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Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=6156335&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).



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The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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