

**Cart Captionist Per Diem (6682C), Disabled Students  
Program - 81567**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=263441>

Downloaded On: Oct. 6, 2025 4:32pm

Posted Oct. 6, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Cart Captionist Per Diem (6682C), Disabled Students Program - 81567
<b>Department</b>	Disabled Students Program
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 6, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Multicultural Affairs/Diversity Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6620631">https://apptrkr.com/6620631</a>

**Apply By Email**

**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.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public 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 promotes an inclusive environment for students with disabilities. We equip disabled students with appropriate accommodations and services to achieve their individual academic goals. We are dedicated to supporting disabled students and collaborating with the campus community to remove barriers to educational access and embrace the University's values of equity and inclusion. We believe that an accessible environment universally benefits everyone.

## **Position Summary**

CART captioning is a legally mandated accommodation for deaf and hard-of-hearing students. The purpose of this position is to provide real-time captioning services for deaf and hard-of-hearing students, enabling them to effectively participate in university programs, services, and activities. CART Captionists will provide their own captioning software and steno machine. Availability is required throughout the instructional period (i.e., from the beginning of instruction through the end of the semester), typically from mid-August to mid-May to meet the operational needs of the Disabled Students' Program. Some evening and/or weekend work may be required.

CART Captionists must be available to work on campus and complete all assignments onsite.

The purpose of the CART Per Diem position is to provide supplemental staffing coverage on an as-needed basis.

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### **Application Review Date**

The First Review Date for this job is: 10/16/2025.

### **Responsibilities**

#### **CART Captioning**

- Utilize a stenographic machine and captioning software to provide real-time word-for-word transcriptions of spoken English into text, not summarized, in academically related areas including, but not limited to: lectures, discussions, laboratory components, tutoring sessions, and meetings between a student and faculty or staff.
- Consistently maintain a translation rate of at least 200 words per minute with 98.5% accuracy (with appropriate captioning dictionary).
- Utilize captioning software features relevant to the work assigned including, but not limited to develop, maintain, and update conflict-free personal and job dictionaries that enable accurate and fluid translation; organize and retain captioning files; upload and download captioning files; convert captioning files to RTF and PDF; identify and remediate captioning errors.

#### **Assignment Preparation**

- Prepare for assignments by reviewing relevant coursework, including notes, handouts, assigned readings, course websites, and other appropriate material to develop, maintain, and update the appropriate captioning dictionary with specific terminology for assigned work.
- Ensure that assignment-specific terminology translates accurately for CART captioning services.

#### **Other Duties**

- Communicate timely and effectively with the Communication Services Coordinator and faculty/staff in support of the provision of services.
- As necessary, confer with the student(s) receiving captioning, Communication Services Coordinator, staff, and faculty regarding the provision of services.
- Communicate with the designated manager in the absence of the Communication Services Coordinator to ensure coverage of operational needs.
- Utilize common office software programs, email platforms, and electronic calendaring. (e.g. Microsoft Office, Google Calendar).
- Upload and distribute edited CART Transcripts in PDF format to students via AIM. Upload and distribute unedited CART Transcripts in RTF format to Box or other file storage platform as

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directed by the Communication Services Coordinator.

- Arrival, setup, and breakdown of equipment related to assigned work. (Guidelines: case-by-case)
- Exercise sound judgment, and maintain sensitivity to and integrity of confidential matters.
- Follow all UC Berkeley campus- and University-wide policies, procedures, and regulations related to the provisions of services to students with disabilities.
- Adhere to departmental guidelines for CART Captioning Services.
- Follow DSP Guidelines for CART Captionists as defined in writing each year.
- Keep abreast of all new changes and developments in higher education as applicable to functions assigned with an emphasis in CART captioning services.
- Responsible for providing and maintaining personal laptop and stenographic equipment with a current support contract.
- Attend meetings and training sessions as requested by the Communication Services Coordinator.
- Perform special projects as assigned.

#### **Admin Duties**

- Collaborate on training modules and resources.
- Work on DSP event committees.
- Respond to inquiries on the unit's shared email.
- Attend workshops and seminars on higher education and disability.
- Provide input for website and other unit materials.
- Provide feedback and support to captioners and staff.
- Assist Captioned Media as assigned by the Communication Services Supervisor .

#### **Required Qualifications**

- A demonstrated understanding of the unique communication needs of deaf or hard-of- hearing consumers.
- Working knowledge of the vocabulary, terminology, and basic information in a variety of subjects commonly found in a university environment.
- Specific knowledge of specialized vocabulary and techniques used in professional and technical subject matters.
- A demonstrated understanding of student and classroom needs in a university setting.
- Possess excellent communication skills and the ability to interact in a positive manner with the campus community including students, faculty, and staff in a multicultural environment.
- Proficient with basic office skills including Microsoft Office, email platforms, and electronic calendaring.
- Provide real-time captioning at a minimum of 200 words per minute with at least 98.5% accuracy,

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effectively listening for continuity, sense, and detail.

- Proficient using steno software, (e.g., Stenocat, Case Catalyst, Eclipse, etc.), and must own captioning equipment: steno machine, laptop, full-version translation software/license, and required accessories (e.g. stand and cables) needed to provide CART services.
- Must have a personal captioning dictionary of at least 60,000 conflict-free entries.
- Able and available to work on campus and complete all assignments onsite.
- Provide effective CART services in subject areas as determined by departmental need; adapt to changes in workload and priorities with a willingness to take on new assignments.
- Ability to perform the following: sit for extended periods of time, lifting, bending, pushing, pulling, kneeling, reaching, and carrying objects (up to 20 pounds).
- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- 5+ years CART captioning experience in a higher education setting.
- State of California Certified Shorthand Reporter (CSR) license.
- Certified Realtime Captioner (CRR); Certified Realtime Reporter (CRR); or, Registered Professional Reporter (RPR) through the National Court Reporters Association (NCRA).
- Completion of training from an NCRA (National Court Reporters Association) recognized Court Reporting Institution.

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## 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 rate that the University reasonably expects to pay for this position is \$82.73 (Step 1).

- This pay rate includes hours for preparation and editing.
- This is a non-exempt, biweekly-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 Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

- This is not a visa opportunity.
- This is a Per Diem appointment type with variable hours.

**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

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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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](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.

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**Contact**

N/A

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