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Job Contact Information:

Employer: Disability Resource Center
Last Name: Zurawski
First Name: Cortney
Generic Name: Zurawski, Cortney
Department: DAT Center
***Address Line 1:** UW Stevens Point
Address Line 2:
***City:** Stevens Point
State: WI
***Zip:** 54481
***Phone:** 715-346-3365
Alternate Phone:
Fax:
Email Address: czurawsk@uwsp.edu

Position Information:

***Job Title:** Lead Assistive Technology/Document Remediation Intern
Job ID: 33416
***Duties:** This is a paid internship in the UWSP Disability Resource Center, in collaboration with the UWSP Center for Inclusive Teaching and Learning (CITL), for the 2025-2026 academic year. With training starting in late August, the intern will be responsible for the following duties:
Duties include:

- Remediate Canvas courses, documents, and videos to ensure accessibility. (training provided, great skills to learn for future employment!)
- Monitor incoming requests for classroom documents/textbooks in the department software (DRC Connect)
- Track requests and material information via an Excel spreadsheet
- Contact various sources for necessary digital files
- Use a variety of technology to convert files into needed formats
- Work with students, UWSP bookstore, and Print Services when physical copies are required
- Monitor completion and quality of converted materials
- Communicate with DRC students regarding the status of requests
- Coordinate tasks with other student staff
- Other duties as assigned
- Ability to work 15-20 hours a week

***Qualifications:**

- Understand and follow oral and written instructions
- Excellent communication skills
- Attention to detail and process driven**
- Comfortable training other students
- Ability to learn document software (Adobe Pro), assistive technology programs, and accommodation management platforms (prior experience preferred, but training will be provided)
- Ability to utilize (or willingness to learn) both Mac and PC operating systems
- Ability to work individually as well as collaboratively**
- Responsive to time-sensitive requests in a high-volume setting
- Must be enrolled in at least twelve undergraduate credits per semester, be in good academic standing with the university, and maintain a 2.5 GPA** (graduate students are still encouraged to apply)
- Willingness to commit to working full academic year in this internship.**
- Likes working with technology and fixing errors**
- Effective written communication (you will work with faculty, publishers, and other UWSP staff)

***You need to be able to work hours in June, July, and August* (Remote work/flexible work hours may be available during summer/winterim hours once training is completed)**

PREFERRED QUALIFICATIONS:
Sophomore, Junior, or Senior standing
Has taken courses in: CIS, Applied Computing, or Web Development.
(This is also a great opportunity for future teachers who want to learn how to create accessible documents)
Comfortable with technology
Enjoys independent work
Flexible
Familiar with Word, Adobe, and Canvas.

Pay during the training period (March, April, May) of \$13.25 an hour.
Summer 2025 pay (starting June): \$13.50
Pay increases will continue to occur throughout the employment opportunity.

***Application** Submit resume and statement of interest to DRC Assistive Technology Coordinator, Cortney Zurawski (drc.assistive.technology.program@uwsp.edu)
Instructions: Deadline: Feb. 21st, 2025

***Number of Positions:** 1-2
***Wages/Compensation:** Range \$13.25-\$14.50/hour
***Hours:** 16-20 Hrs/Week
***Job Type:** Non-WS or Work Study (Community Service)
***Position Start Date:** 03/03/2025
Position End Date:

Posting Information:

***Location:** On Campus - Stevens Point
***Category:** Media
Skills Gained: Communication Skills
Computer - IBM
Computer - Mac
Computer - Programming
Critical Thinking
Customer Service
Task Management
Add'l Skills Gained: Training & Assistive Tech, professional goal develop., doc.accessibility/remediate
***Posting Start Date:** 02/11/2025
***Posting End Date:** 02/21/2025
Student Viewing Status: Active

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