

The University of Texas at San Antonio

Job Description

Job Title: Captionist/Transcriptionist II
Code: 19033
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Student Disability Services
Reports To: Coordinator of Deaf/Hard of Hearing Services

Summary

Function: To provide accurate computer-aided speech to text service for class lectures, discussions, announcements, recordings, meetings, and related academic/student affairs settings to ensure communication access and equal opportunity for registered students with disabilities. Serve as key personnel to provide training and mentoring for other captionists/transcriptionists.

Scope: Responsible for providing speech to text services for deaf/hard of hearing students registered in Student Disability Services.

Duties

- Typical:
 1. Provide real-time captioning for class lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using computer aided technology for students who are deaf/hard of hearing and are registered with Student Disability Services.
 2. Accurately transcribes verbal information and video materials as needed in both academic and student organizations as assigned.
 3. Works with instructors to gain understanding of relevant concepts to better facilitate captioning for deaf/hard of hearing students.
 4. Works effectively in teams with other captionists
 5. Prepares for classes by reviewing syllabi, notes, text and by developing a comprehensive glossary for a particular subject or class.
 6. Work effectively in teams with other captionists to provide positive critique and feedback of captioning skills.
 7. Effectively facilitates training sessions created by department for new captionists and captionists needing additional training.
- Periodic:
 1. Reports any student related concerns to the Coordinator of DHHS.
 2. Reports any technical problems or other training issues regarding other part time captionists/transcriptionists to Coordinator as necessary.

<ol style="list-style-type: none"> 3. Participates in department and division-wide quality improvement activities, trainings and meetings as necessary. 4. Assists in other duties throughout department when requested (i.e. proctoring of tests). 5. Other duties as assigned.

Education

Required	Preferred
High school diploma or GED	60 hours or above college credit at UTSA with a 3.0 GPA or higher

Other Requirements

Required	Preferred
Pass typing test with 75 wpm limited errors	Extensive experience using Microsoft Word, Outlook and Excel
Experience using a word processor and/or laptop to type information.	
Successfully complete training program provided by Student Disability Services Office	
Proficiency in the use of English grammar, spelling and auditory listening skills	
Ability to quickly understand and condense information while typing	
Criminal Background Check (CBC)	

Experience

Required	Preferred
None.	One year experience as a part time captionist/transcriptionist using Instant Text Software in the Student Disability Services Office.

Equipment

Required	Possible
Laptop and standard office equipment	Knowledge of computer programs/software used for captioning and transcribing

Working Conditions

Usual	Special
General classroom, lecture hall, laboratory environments and office	May require evening and weekend work assignments
	May have assignments at both the downtown and main campus

Supervision

Received	Given
General supervision with periodic review for effectiveness and efficiency	None

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.