

The University of Texas at San Antonio

Job Description

Job Title: Staff Captionist/Transcriptionist
Code: 19034
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.
- Scope: Responsible for providing speech to text services for deaf/hard of hearing students registered in Student Disability Services.

Duties

- Typical:
 1. Provides 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 students and who 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. Assists the Coordinator of Deaf/Hard of Hearing Services (DHHS) in the following: coordination of schedules and helps notify faculty regarding all students who utilize captioning services, coordination of equipment (i.e. laptops and software) and any other preparation materials needed for all part-time captionists, training for all new part-time staff.
- Periodic:
 1. Reports any student related concerns to the Coordinator of DHHS.
 2. Participates in department and division-wide quality improvement activities,

trainings and meetings as necessary.
 3. Other duties as assigned.

Education

Required	Preferred
High school diploma or GED	Associates degree or equivalent college hours from an accredited institution

Other Requirements

Required	Preferred
Pass typing test with 60 wpm limited errors.	Extensive experience using Microsoft Word, Outlook and Excel.
Experience using a word processor and/or laptop to type information.	
Must 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.