



Assistive Technology Program Administrator

Job Title: Assistive Technology Program Administrator
Classification: Full time
Reports To: Executive Director | Director of Operations
Pay rate: \$20 Hourly

Summary: This person will be administering the Assistive Technology. Researching and purchasing items, presenting and educating people on AT items and technology to support their lives.

Responsibilities:

Assistive Technology Lab

- Work with team to select and implement inventory tagging/tracking system
- With team, develop Lending Library process, forms, tracking, labeling
- Work with administrative team to purchase items for AT Lab
- Assisting visitors in assistive technology lab
- Scheduling visitors in assistive technology lab
- Work with team to set up AT Lab

Outside Organizations and Networking:

- Attend STAR meetings
- Build relationships with STAR
- Attend MN NEAT meetings

Requirements and skills:

- Computer skills, including proficiency in Microsoft Office Suite
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

Other Requirements:

- Assistive Technology research and education
- Attend Program Administrator team meeting

- Building education programs working with Program Administrator 2
- Meet with Assistive Technology Coordinator to collaborate on AT developments

Benefits:

- 10 days PTO
- 8 hours community volunteering or school functions
- Flexible scheduling/ in office and remote
- Benefits package
- Monthly Wellness activities
- Community networking involvement
- Telehealth
- 11 holi-dates of paid time off

Apply:

- Send Resume to TeamSupport@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview