



665 Johnson Street
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VACANCY DATA/JOB DESCRIPTION

Effective Date:	February 27, 2009
Position Title:	CART/Realtime Captioning
Supervisors Title:	The Learning Center Coordinator
Position Status:	Part Time, Temporary, flexible/alternative schedule (distribution of hours, days based on institutional need)
Classification/Points:	Not Applicable
Bargaining Unit/Division:	None
Position Description:	Position provides Communication Access Realtime Translation (CART) Services to students enrolled in college coursework. The CART provider facilitates effective communication within the classroom setting using assistive technology. Hours will vary.
Qualifications:	Proficiency and experience in realtime captioning preferred.
Application Procedure:	A complete application packet will contain the following: <ul style="list-style-type: none">• Letter of application addressing position description and qualifications• Resume• Unofficial transcripts/certifications• Current letters of reference from at least three persons who can speak to the candidate's professional accomplishments in light of the specific position being sought, sent directly to the Human Resources office.

Address applications to: Carolyn A. Thomas, Director of Human Resources, Alpena Community College, 665 Johnson Street, Alpena, MI 49707. Review of applications will begin immediately and continue until a selection is made for the position.

Alpena Community College policies and practices for admission, employment and activities comply with requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, gender, age or disability. For more information contact the Title IX, Section 504, the Age Discrimination Act and Title II coordinator: Carolyn Thomas, VLH 104, (989) 358-7211.