The Catholic University of America

**Braille Transcriptionist**

**Position Summary**: This position will transcribe printed course material into Braille for blind and visually impaired students under the leadership of the Assistive Technology and E-Text Coordinator, Disability Support Services. The Braille Transcriptionist is responsible for converting textbooks, classroom instructional materials, and any other course content into Braille. The Transcriptionist determines how to most accurately present information from print to Braille and then transcribes it so that a student who is blind or visually impaired has the same access to content as sighted peers.

**Essential Responsibilities Include:**

* Translate printed text into Braille for students who are blind or visually impaired.
* Ensure all students have printed materials transcribed into Braille in a timely manner.
* Transcribe any instructional materials such as textbooks, graphics, course handouts, tests, etc.
* Work collaboratively with professors and other CUA personnel to prepare adaptive instructional materials for students with visual impairments.
* Interact and respond effectively to urgent course and CUA-related requests for transcription.
* Track and report delivery of all materials to each individual student.
* Emboss, edit, and bind materials.
* Create tactile graphics of maps, charts, pictures, routes or other tactile displays using various tools, materials and machines.
* Demonstrate efficient organizational skills.
* Meet all schedules and timelines.

**Minimum Qualifications:**

* Bachelor’s degree and two to four years of related work experience.
* A valid Literary Braille Certificate from the Library of Congress.
* A valid Braille Mathematics (Nemmeth code) Certificate from the Library of Congress.

UEB coursework such as the CNIB UEB Transcriber’s Course.

* Demonstrated knowledge of mathematics and or scientific formulas.
* Knowledge of Braille software and formatting.
* Proficiency in Braille proofreading, mathematical, scientific and literacy transcription.
* Ability to meet all schedules and timelines.