# Student Workers for Video Captioning

#  in the Accessible Media Services (AMS) at DRES

Details

1. office open:  8am to 5pm Monday through Friday
	1. working remotely from your personal computer is acceptable
	2. Hours are flexible
	3. Minimum of 10 hours per week
		1. 5 hours Monday-Friday
		2. 5 hours any other time
	4. Hours may fluctuate during finals
2. Starting wage - $12.00
3. High security (Required to sign a confidentiality statement)

Responsibilities

Captioning

1. Use project management software to keep track of videos. This includes who gave AMS the video, copyright owner, time spent working on video, et cetera.
2. Use Otter.AI, Descript, Amara.org and MediaSpace to create caption files and export caption files to correct format
3. Review captioned material created by other employees of the office
4. Research captioning information about videos that will be used in a class here on campus
5. Communicate with other employees as to the status of videos

Applicant Qualities

1. Clear communication skills
2. Dependable
3. Organized person who pays close attention to details
4. Able to work with both Mac and PC
5. Can work independently
6. Must be able to sit and work keyboard and mouse for extended periods.
7. Exceptional knowledge of English language.
8. Experience with editing documents for accuracy.

Requirements

1. Must be a University of Illinois Student or have a Bachelor’s Degree
2. If you already use the AMS services, you are not eligible to be employed due to conflict of interest.

Please send fille out this webform: <https://forms.illinois.edu/sec/7054650>

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