POSITION DESCRIPTION

TITLE: **Digital Accessibility Specialist - (Full-Time, Contingent)**

Collective Bargaining – Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Digital Accessibility Specialist is currently configured as a 1-year contractual position. The majority of the work will happen on campus, with some remote work a possibility. The Digital Accessibility Specialist will report to the Associate Provost. The position will work closely with representatives of SMCM academic and administrative units as they work to align with the digital accessibility requirements, with attention to both remediation of existing course materials and creation of new course materials. This position will provide digital accessibility expertise to faculty and may provide limited support of other campus offices. This position reports to the

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.

Digital Accessibility:

- Supports digital accessibility and testing of learning technologies and tools used by the faculty.

- Provides recommendations and solutions to faculty to make digital content accessible.

- Supports management of SMCM digital accessibility tools.

- Advises on best practices & tools for digital accessibility.

Outreach and Training:

- Develops and implements outreach and training for faculty.

- Effectively communicates accessibility concepts and requirements to diverse stakeholders.

- Collaborates on developing documentation to support digital accessibility: training materials, "how to" guides, webinars, and others.

- Engages with campus stakeholders and participate in cross-functional teams to address accessibility concerns.

- Advocates for digital accessibility as a fundamental aspect of digital material design and development. Influences decision-makers to prioritize and invest in digital accessibility efforts.

PREFERRED QUALIFICATIONS:

- Education: Bachelor's degree in Information Technology, Telecommunications, Human-Computer Interaction or related field, Education, Special Education, or Bachelor's degree in another related field.

- Experience: A minimum of six years of broad experience in the field of IT or Web Development.

- Certifications in web accessibility (e.g., IAAP Certified Professional in Accessibility Core Competencies, Trusted Tester).

- Knowledge of disability law including but not limited to the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504).

- Experience working with digital accessibility in Higher Education.

- Experience designing and delivering training in person and online.

- Experience with accessibility remediation of documents (e.g., PDFs, complex images, others).

- Knowledge of professional captioning strategies and best practices.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree or equivalent combination of education, technical certifications, training, or work experience.

- Experience: A minimum of three years of experience working with digital accessibility.

- Knowledge and experience with WCAG accessibility standards and guidelines.

- Experience with digital accessibility testing and evaluation (automated and manual testing).

- Knowledge and experience testing course materials with assistive technologies.

- Strong organizational and project management skills to lead multiple projects simultaneously and meet tight deadlines.

- Demonstrated ability to effectively and independently lead projects to completion. Able to work within deadlines, ensuring timely, cost-effective delivery and customer satisfaction.

- Effective written and oral communication skills.

- Effective meeting facilitation and presentation skills.

- Excellent interpersonal skills with the ability to interact with all levels of employees and campus stakeholders.

- Enthusiasm and flexibility in acquiring new or emerging technology skills.

- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.