



		ISSUED: 04/30/2019
TITLE: Web Accessibility Coordinator	SALARY TABLE: IP	CLASS CODE: PN523
UNION: P&A – Local 1979, U.A.W	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING: Stand Alone	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

The Web Accessibility Coordinator is responsible for providing the University with professional and technical expertise in the development, revision, publication and maintenance of accessible web and digital content. Collaborates with University leaders and staff to provide an accessible campus-wide IT environment, including hardware, software applications, web content, web tools, and other online and classroom technologies.

ESSENTIAL JOB FUNCTIONS

Performs accessibility reviews and audits for University websites and electronic documents. Provides written remediation recommendations to stakeholders on accessibility or usability issues.	35%
Provides expert web accessibility and digital technical assistance. Leads efforts to create and implement training programs for Computer and Information Technology and other impacted University employees regarding accessible website design, electronic document accessibility and the use of assistive software in navigating websites. Creates and maintains the University's web accessibility resource website.	20%
Conducts accessibility-testing that aids in the accessibility review of campus and third-party websites, web applications and electronic documents. Creates standard templates and automated test scripts for testing applications that are in compliance with Web Content Accessibility Guidelines (WCAG).	15%
Develops and implements University-wide initiatives for assessing the accessibility of online university resources. Creates accessibility standards, policies and procedures when appropriate, ensuring updates are implemented as necessary.	10%
Performs accessibility reviews and provides written remediation recommendations on third-party applications that are being evaluated for purchase. Works with third-party vendors and the University's procurement partners to ensure procurement of accessible products and improve the accessibility of third-party products.	10%
Identifies industry approaches and best practices for compliance with accessibility requirements that pertain to web and digital accessibility. Leads efforts to implement when appropriate.	5%
Performs other duties as assigned.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science, information systems, educational technology, communications, or related fields. A combination of education and relevant experience may be considered.

Minimum two years of experience in accessible website design and development in a professional setting. Higher education experience preferred. Experience using HTML, CSS, JavaScript and other web development languages.

Professional accessibility certifications, including but not limited to: Certified Professional in Accessibility Core Competency (CPACC) or Web Accessibility Specialist (WAS).

Ability to present technical information in layman terms to groups or one-on-one.