

Job Title	ACCESSIBILITY SPECIALIST
Department	INSTITUTIONAL EFFECTIVENESS AND RESEARCH (IE & R)
Reports To	ASSOCIATE VICE PRESIDENT FOR STRATEGIC INITIATIVES

EMPLOYMENT TERMS:

<i>Part Time (Hourly)</i>

QUALIFICATIONS:

Education	Minimum of an Associate Degree in a technology related field from a regionally accredited college or university. Graduate certificate or degree in Assistive and/or Rehabilitation Technology or Special Education with a Specialization in Assistive Technology preferred.
Experience	Required: 2 years of paid work experience within the last 5 years Preferred: 2 years of paid work experience in higher education within the last 5 years
Desirable Skills	Commitment to accessibility issues; effective communication skills; ability to work effectively with diverse populations in a higher education setting; knowledgeable regarding accessibility with Microsoft Office and Adobe Software; experience supporting computer users with disabilities; experience providing training and technical assistance on best practices in accessibility; knowledge of assistive technology hardware and software and computing systems; experience developing training and/or presentation materials; Knowledge of accessibility standards and guidelines (Web Content Accessibility Guidelines (WCAG) 2.0, Section 508); experience and leadership in the promotion and implementation of accessibility measures in Electronic Information Technology (EIT)

PRIMARY DUTIES:

<ul style="list-style-type: none"> • Assess and review current Information and Communication Technology (ICT) content for compliance with accessibility standards as established in laws and regulations such as Section 508 and WCAG 2.0 Level A and AA; make recommendations to ensure compliance with these and related laws, regulations and standards • Stay abreast of emerging assistive, information, and instructional technologies and solutions, including but not limited to: Microsoft Office, Adobe and assistive technology software applications • Develop and maintain guidelines with requirements as specified in Section 508 and WCAG 2.0 for training on accessibility; assessment of ICT content; repair/replacement/remediation of non-compliant ICT content; and procurement of accessible ICT products. • Assist with ensuring compliance of all content posted to the College’s website. • Serve as mentor and training lead for ICT Content Assessors and Trainers • Develop and provide professional development opportunities for faculty and staff that: <ul style="list-style-type: none"> ○ promote awareness and provide updates of accessibility standards and; ○ demonstrate creation of accessible content and using various accessibility techniques • Respond to user-reported accessibility issues. Work with user and developers, if necessary, to determine a solution in a timely manner and document solution.

- Collect and store evidence of accessibility compliance (e.g. accessibility statements, Voluntary Product Accessibility Template (VPAT), etc...) for third party applications, websites, and vendors used by faculty, staff, the Campus Store, etc.
- Review, assess, and update the College's Accessibility Compliance Plan
- Collaborate with campus entities, departments, and committees to ensure the accessibility of technology, systems, applications, websites, mobile apps, etc.
- Serve as a member of the College's Accessibility Compliance Team
- Maintain current knowledge of industry advances and changes to related laws and regulations
- Perform a variety of specialized duties involved in identifying and suggesting potential solutions for accessibility barriers
- Other duties as assigned

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.**

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. *(Conducted by Augusta Technical College)*

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Negotiable

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