# Position Purpose

To provide central oversight, technical leadership, expert guidance, coordination, and support to the institution’s departments and programs in their use of the web, with a focus on promoting, assessing, and maintaining web and information technology accessibility.

## Key Responsibilities

### Consulting

* Perform regular accessibility audits of institutional websites and web applications.
* Perform accessibility evaluations for websites and applications under consideration for purchase and deployment.
* Work with vendors to implement accessibility features for web applications and software.
* Evaluate accessibility of external platforms that host institutional content, such as YouTube.
* Troubleshoot, evaluate and recommend assistive software and hardware.
* Establish guidelines, best practices and standards related to designing and maintaining accessible websites, IT software systems and online materials.
* Work in collaboration with the IT services and the other departments.

### Outreach and Training

* Develop and implement outreach and training for web designers, developers and content providers. This person will also be a resource for faculty who are using the web to deliver instructional materials.
* Train clients on using accessibility monitoring software and assist in identifying strategies and solutions for IT accessibility.
* Develop webinars/online training materials.
* Develop and implement training on accessibility standards to a wide variety of audiences.

### Design and Production

* Work with colleagues in the institution’s web services to develop accessible templates and tools for web production.
* Oversee captioning resources for providing information regarding captioning videos published on institutional websites.
* Identify, implement and oversee tools for monitoring website accessibility.

### Communication

* Maintain the institution’s Web accessibility website.
* Create accessibility reports and presentations as needed.

## Skills & Knowledge

* Extensive knowledge and experience with web technologies (HTML/CSS, JavaScript, Xml, and Web content management systems).
* Extensive knowledge and experience with assistive technologies (JAWS, VoiceOver, Dragon NaturallySpeaking).
* Extensive knowledge and experience with WCAG 2.0 accessibility standards and guidelines.
* Experience with accessibility audit and quality assurance tools and processes.
* Familiarity with scripting languages desirable (PHP, JS).
* Strong organizational and project management skills.
* Effective written and oral communication skills.
* Demonstrated ability to effectively and independently lead projects to completion.
* Knowledge of disability law including but not limited to the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504).

## Experience

* Four years of web design and production experience on a web development team.
* Three years of web accessibility analysis, design, and development experience.
* Experience working effectively in highly collaborative, team oriented environments.
* Experience in a higher education environment preferable.

## Education

* Bachelor's degree in Information or Graphic Design, Human-Computer Interaction or related field, or bachelor's degree in another field and three years of experience.
* Master's degree preferred.