

Sample Web Accessibility Position Description

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.