JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Communication Access Coordinator

Job Code: 10909

Salary Grade: 20

FLSA Status: Exempt

Job Family: Student Services

Job Subfamily: Accessibility Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Manages interpreting and alternative communication services for deaf and hard of hearing individuals across the institution, including budget oversight, policy development, and staff coordination. Develops and delivers digital accessibility training for faculty and staff.

Job Responsibilities

1. Manages scheduling of staff and contract interpreters across all classroom, event, and employment settings.
2. Develops policies and procedures to improve interpreting service delivery and program compliance.
3. Manages the interpreting services budget, including invoice verification and contract distribution.
4. Develops and delivers digital accessibility training and webinars for faculty and staff.
5. Coordinates with community agencies to secure additional interpreting resources.
6. Collaborates with faculty and staff to identify academic barriers and implement reasonable accommodations.
7. Develops media communications and outreach materials to promote accessibility awareness institution-wide.
8. Evaluates digital accessibility practices across departments and ensures document remediation for compliance.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 3 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Possesses solid working knowledge of professional principles, practices, standards, and applicable requirements.
- Communication & Collaboration: Builds productive internal/external relationships to resolve mutual problems via collaboration.
- Problem Solving: Diagnoses cause of problems and proposes potential solutions.
- Autonomy: Follows standard principles and guidelines with some latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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