



Digital Accessibility Specialist

Job Code: 8138

Salary Grade: S09

FLSA Status: Non-Exempt

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.

Duties and Responsibilities

Responsible for providing comprehensive disability resource management for students, faculty, and staff with disabilities on the University's three campuses as well as consulting services for all institutions under the OU Board of Regents. This position serves as a resource in digital technology to students, faculty, and staff; oversees the conversion of instructional media into accessible formats; facilitates training and educational opportunities for faculty and staff; assists students in learning digital technology; and provides general office, divisional, and university assistance. The Center provides individualized resources that support its mission of encouraging full participation and equal educational opportunities for individuals with disabilities.

- Develops and maintains online training modules related to accessible technology
- Reviews of digital media for accessibility, including voice syncretization, color contrast, keyboard focus, and other accessibility requirements
- Reviews will be coordinated with other ADRC members, IT, and Marketing and Communications to maintain manageability
- Coordinate, orient, and support qualified students with disabilities using adaptive technology
- Meets and collaborates with students, faculty, and staff to identify academic barriers and negotiate reasonable accommodations to enable students' full participation in the classroom environment.
- Oversees and administers conversion of instructional media into accessible formats
- Consults with faculty and staff on providing instructional media in accessible formats
- Assists in communication between faculty and students regarding digital technology
- Maintains compliance with ADA accommodations by ensuring students receive instructional media for academics
- Troubleshoot digital accessibility difficulties for the broader university community
- Assist the assistant and executive directors in communicating with vendors and licensing accessible media
- Helps determines appropriate access and technology to accommodate students with disabilities
- Participates in professional development, workshops, and conferences regarding digital accessibility and disability related issues
- Coordinate in-service training for faculty and staff regarding digital technology
- Provide presentations and training experiences for faculty and staff at the University
- Participates as an active team member of the Accessibility and Disability Resource Center through exam proctoring, meetings with students regarding accessible media, and other duties as assigned
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

Bachelor's degree in Computer Science, Computer Engineering, Information Systems or related field

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 1 year of experience with computer programming, computer systems or related field

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Knowledge and understanding of section 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act, as Amended, World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG), and Oklahoma's Electronic and Information Technology Accessibility (EITA) Standards
- Experience and understanding of digital accessibility laws and application of these laws onto digital technology
- Demonstrated experience in supporting the ADA section 504 and 508 of the Rehabilitation Act and other appropriate state and federal laws pertaining to higher education disability
- Experience in engagement with advocacy-based and grassroots organizations that serve Higher Education and communities with disabilities or an associated field



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Knowledge of operating within a university culture and setting
- Effective oral and written communication skills; strong interpersonal skills
- Proficiency with social media platforms, Microsoft Office, Canvas, and other related software programs/modalities
- Strong process improvement skills/experience
- Ability to work well with others in a collaborative and respectful manner
- Ability to multi-task and deal with complexity frequently
- Ability to travel
- Ability to complete projects and meet deadlines
- Work in a fast-paced environment

Working Conditions

- Prolonged periods of sitting, walking, or standing
- Ability to travel

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