**Definition of Class**
This is a professional position in which the incumbent is responsible for assisting faculty and staff with developing instructional media content in compliance with University policies pertaining to accessibility. This incumbent frequently makes decisions utilizing independent judgment and discretion in providing tools, information, resources and training to resolve technical and instructional accessibility barriers.

**Examples of Work Performed**
Identifies and resolves accessibility barriers to provide accessible instructional material and websites.

Supports real-time and post-production captioning services to provide accessibility.

Evaluates the accessibility of instructional technology devices and software, such as clickers.

Conducts accessibility testing against WCAG 2.0 (A, AA) success criteria and federal requirements.

Develops training materials and presents seminars to educate instructors on accessibility solutions to provide instructional content in the most accessible formats.

Contributes informative how-to articles to University communication mediums to educate faculty and staff about available tools, information, and resources to resolve technical accessibility barriers.

Assists the UM Webmaster in monitoring and promoting accessibility standards of campus websites.

Follows accessibility related standards and laws, including WCAG, ADA Section 508 and WAI-ARIA.

Develops reports to monitor and assess University or departmental accessibility efforts.

Builds departmental support for accessibility advocacy through presentations and consultations on accessibility-related topics.

Attends annual conferences related to accessibility initiatives to stay abreast of current accessibility best practices.

Participates with committees, departments and professional web accessibility forums or groups to address accessibility needs.

Performs other related or similar duties as required or assigned.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists with the evaluation and development of institutional and informational media content in compliance with University policies pertaining to accessibility.

2. Provides tools, information resources and training to resolve technical and instructional accessibility barriers.

3. Assists departments with accessibility-related administrative duties.

4. Enhances accessibility and advocacy skills from external resources.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in related field from an accredited four-year college or university. (e.g., education, information technology, engineering, business)

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.