



**JOB INFORMATION**

<i>Job Code:</i>	117036
<i>Job Title:</i>	Digital Accessibility Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

**JOB SUMMARY**

Implements the policies, practices, and comprising the university’s Digital Accessibility Program. Develops and maintains digital accessibility outreach and education programs, develops and oversees digital accessibility audits, and provides guidance to developers internal and external to the university. Maintains a network of vendors and serves as technical digital accessibility expert on campus workgroups and committees.

**JOB QUALIFICATIONS:**

**Education**

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor’s degree	
	X	Master’s degree	

**Additional Education**

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

**Work Experience**

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

**Additional Work Experience**

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

**Knowledge, Skills and Abilities**

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>

**Licenses**

Req	Pref	License(s)
X		Knowledge of IT accessibility and technical workflow analysis functions.
X		Demonstrable understanding of assistive technologies and their application to individuals with disabilities in higher education.
X		Knowledge relating to designing and authoring accessible digital content.
X		Knowledge of methodologies associated with analysis of technical processes and information flow, and technical workflows.
X		Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
X		Experience with WCAG 2.0 AA analysis for digital content authoring.
X		Broad knowledge relating to accessibility matters and standards.
X		Demonstrated ability to work with others from diverse experiences and backgrounds.
X		Experience developing and delivering synchronous and asynchronous training and designing and producing training materials.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
Responsible for implementing the policies, practices, and comprising the university’s Digital Accessibility Program. Develops and implements an outreach program to facilitate collaboration with relevant campus leaders (e.g., marketing and communications, IT) to increase awareness of digital accessibility and provide guidance on developing and implementing digital accessibility best practices. Assists in the facilitation of training of staff and/or faculty as requested.				
Develops and oversees code-level and screen reader-based digital accessibility audits and provides guidance to developers internal and external to the university to ensure the implementation of best practice and remediation of barriers. Collects, analyzes, and reports on program and technical information (e.g., digital accessibility statutes, rules, regulations, standards, and policies). Conducts remediation for digital environments, products, and content. Resolves any complex and difficult accessibility challenges.				
Develops and maintains an on-demand digital accessibility education program that regarding digital accessibility principles, tools, and techniques. Provides technical guidance to stakeholders who maintain websites and develop digital content.				
Develops and maintains a network of external remediation companies as approved vendors. Conducts reviews of vendor’s Voluntary Product Accessibility Templates (VPAT) and Accessibility Conformance Reports (ACR) for web apps and/or technology under development or considered for procurement. Conducts peer benchmarking, industry best practice research, and assists in the preparation of materials for official digital accessibility presentations.				
Serve as technical digital accessibility expert on campus workgroups and committees. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

**Other Requirements**

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.