



Electronic Information Technology (EIT) Accessibility Coordinator Job Description

JOB INFORMATION

<i>Job Code:</i>	117033
<i>Job Title:</i>	Electronic Information Technology (EIT) Accessibility Coordinator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students and/or resource employees
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves as a university leader and key subject matter expert to ensure the university's technology, computer software, and systems permit all persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities. The EIT Coordinator will lead efforts in the area of EIT accessibility, ensuring the university's compliance with technical accessibility standards and requirements in conjunction with the Americans with Disabilities (ADA) Act, and other relevant laws.

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.

<input type="checkbox"/>	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		5 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
--------------------------	---

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated expertise and knowledge in WCAG 2.0 standards and requirements, the Americans with Disability Act (ADA), and other pertinent laws and regulations in a complex higher education environment.
X		Ability to provide leadership and guidance on technology accessibility based on the laws and regulations that directly impact the services provided and delivered.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of principles guiding the application of reasonable modifications under the ADA.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and implements policies, practices, and procedures related to the design, selection, implementation, and maintenance of accessible technology and digital materials for core EIT areas, e.g. procurement, software selection, web content development, academic platforms, social media, etc.				
Implements outreach efforts and communications to increase awareness of EIT Accessibility. Develop and manage trainings, website, and related materials to promote the university's programs for technology accessibility.				
Collaborates with key colleagues in the university community to implement accessibility best practices. Provides training on principles, tools, and techniques for targeted members of the university who develop web content, maintain websites and/or other technology platforms, e.g. school-level technology directors, colleagues in Central ITS, webmasters, instructional designers, etc.				
Contributes to the development of processes to collect, analyze, and disseminate data and reports on current EIT Accessibility plans/programs; lead university efforts for continuous improvement in area.				

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 efforts, and mobilize other staff members if needed.		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 and USC's policy at: https://policy.usc.edu/mandated-reporters/

<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: https://dps.usc.edu/alerts/clery/	

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.