



# Electronic Information Technology (EIT) Accessibility Assistant Job Description

## JOB INFORMATION

<i>Job Code:</i>	117034
<i>Job Title:</i>	Electronic Information Technology (EIT) Accessibility Assistant
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Compliance Office
<i>Job Family Group:</i>	Compliance
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Assists Electronic Information Technology (EIT) staff with ensuring the university's compliance with technical accessibility standards and requirements in conjunction with the Americans with Disabilities (ADA) Act, and other relevant laws. Provides administrative and training support, coordinates EIT services and/or activities, and supports the implementation of outreach efforts and communications to increase awareness of EIT Accessibility.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor'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		1 year	
	X	3 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>
X		Administrative support services.
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.

**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
Provides administrative support for staff. Supports the development and implementation of 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).				
Coordinates EIT services and/or activities, and tests and evaluates the effectiveness of existing content and services. Recommends and implements modifications as necessary to ensure achievement of program goals and objectives.				
Supports the implementation of outreach efforts and communications to increase awareness of EIT Accessibility. Coordinates development, production, and distribution of informational resources, training and marketing material; facilitates website maintenance and related activities to promote and sustain the university’s programs for technology accessibility.				
Contributes to the development of processes to collect, analyze, and disseminate data and reports on current EIT Accessibility plans/programs; supports university efforts for continuous improvement in area.				
Represents program on university committees as requested. 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
Yes	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
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.