Digital Accessibility Coordinator
Central Oregon Community College

Job Title	Digital Accessibility Coordinator
Department	Information Technology
Institution	Central Oregon Community College
	Bend, Oregon
Date Posted	Jan. 28, 2025
Application Deadline	02/16/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
	Coordinator
Academic Field(s)	Student Services
	Information Technology
	Educational Services
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Job Description	

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Digital Accessibility Coordinator

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Position Number: B1195PD
Starting Wage/Salary: $65,000 - $76,000 plus exceptional benefits
Close Date: 02/16/2025

Primary Purpose:

As the Digital Accessibility Coordinator, you will coordinate efforts across Central Oregon Community College to achieve and maintain compliance with federal guidelines on digital accessibility, including WCAG 2.1 AA standards and the Americans with Disabilities Act.

Essential Duties and Responsibilities:

- You will work in the Information Technology department with supportive colleagues where you will be the subject matter expert on Web Content Accessibility Guidelines (WCAG) 2.1 AA and Section 508 of the Rehabilitation Act of 1973.
- You will develop operational policies, procedures, and training programs to promote the creation and use of digitally accessible materials across all departments.
- You will work with college departments such as eLearning, Services for Students with Disabilities, and other units in Academic and Student Affairs to guide accessible technology use and advise on website and mobile app design for accessibility.
- You will oversee the assessment, selection, and maintenance of software, hardware, and other technologies to meet digital accessibility standards, and you will manage vendor accessibility compliance, including testing VPATs.
- You will review existing technology at the college to ensure we offer appropriate, user-friendly, and sustainable technology to our students and employees.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to navigate technologies and check for WCAG compliance.
- Demonstrated knowledge and understanding of digital accessibility laws and standards as well as

compliance resources (Currently WCAG 2.1AA).
- Knowledge of planning, implementing, and supporting various employee types and departments with projects and activities.
- Possess strong interpersonal, organizational, and oral and written communication skills.
- Ability to work independently and to use good judgment with respect to priorities and deadlines.
- Ability to manage conflicts within and/or between groups and to work in a team environment.
- Ability to develop strong working relationships with people from different cultural backgrounds and other aspects of human diversity.
- Ability to meet deadlines, set work priorities, and manage workload.
- Knowledgeable in use of automated and manual accessibility testing process (Trusted Tester, ANDI, WAVE, Deque, CSUN AT cert)
- Ability to use software programs and database systems which include Microsoft Office Suite, email, website editing, basic desktop publishing, and modern office equipment.

Minimum Requirements:

Education:

- Bachelors degree in Education, Instructional Design, Computer Science, or related field.

Experience:

- Two years professional work experience using technology for accessibility purposes.
- One-year professional work experience of program management in education, business, or technology.

Preferred Qualifications:

Education:

- Masters in Education, Instructional Design, Computer Science, or related field.

Experience:

- Experience in a higher education setting.
- Experience in a technology or compliance-related field.

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To apply, visit https://jobs.cocc.edu/postings/11058

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Information Technology
Central Oregon Community College

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