Instructional Accessibility Specialist, Office of Equity, Diversity and Inclusion
University at Buffalo, The State University of New York

Job Title	Instructional Accessibility Specialist, Office of Equity, Diversity and Inclusion
Department	Office of Equity, Diversity and Inclusion
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Multicultural Affairs/Diversity
Job Website	https://www.ubjobs.buffalo.edu/postings/49375
Apply By Email	
Job Description	

Position Summary

The University at Buffalo is seeking an experienced **Instructional Accessibility Specialist** to work in the **Office of Equity, Diversity and Inclusion**. The accessibility specialist will serve as an electronic and information technology accessibility expert and will create and maintain standards to enhance the understanding of and compliance with, accessibility policies and procedures at the university. The primary focus will be promoting the accessibility of instructional materials, whether procured or created. The incumbent will serve as a liaison with the offices of Accessibility Resources and Curriculum, Assessment and Teaching Transformation. Essential to this role is advocacy and outreach to the campus instructional community promoting accessibility, Universal Design for Learning and inclusive pedagogy.

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Major duties and responsibilities include:

- Perform accessibility testing on software, apps and websites by analyzing and identifying accessibility concerns.
- Design and implement an effective and sustainable program for improving the accessibility of academic resources, with a particular focus on technology accessibility, document accessibility (including use of Anthology Ally), and media accessibility (captions, audio description).
- Develop and deliver workshops on accessible course materials and accessible digital content.
- Design and conduct training and outreach efforts to enhance awareness regarding accessibility of educational resources, digital content and universal design approaches.
- Collaborate with campus partners in advocating for accessibility in teaching technologies, course materials, websites and digital content.
- Stay abreast of emerging technologies, accessibility guidelines, relevant trends in higher education and pedagogy, and best practices and tools for accessible learning environments.
- Provide consultation to faculty in developing and selecting course materials to ensure their accessibility.
- Work to resolve issues when course materials are not accessible.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our **benefit packages**.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo**.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with 2 years of experience **or**master's degree or professional certification with no experience.
- Demonstrated experience performing web accessibility assessments using automated and manual testing for compliance with WCAGaccessibility standards and requirements.
- Knowledge of accessibility standards, trends, best practices, and requirements.

Preferred Qualifications

- Proficient using screen readers and text-to-speech tools to test accessibility.
- Proficient using automated testing tools (e.g., WAVE, bookmarklets, axeDevTools, etc.).
- Working knowledge of HTML as it applies to accessibility and best practices.
- Knowledge of Accessible Rich Internet Applications (ARIA) standards and usage.
- Proficient with the Microsoft suite of applications.
- Proficient with Adobe Acrobat and PDF remediation.

Contact Information

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

Contact

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