Part 1: Department Information

<table>
<thead>
<tr>
<th>Department: Academic Affairs</th>
<th>Job Title: Accessibility Assistant</th>
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<tr>
<td>Supervisor: Matthew Barlow</td>
<td>Ext: 1221</td>
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<td>Cost Center #: 2201</td>
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Part 2: CWS Position Description:

Description
This position is to assist faculty in the conversion of curriculum materials to accessible formats.

The following tasks can be done remotely or on campus. This position could include:

- Reviewing Moodle sites for accessibility issues for students with visual and auditory impairments
- Identifying accessibility issues on those Moodle sites
- Assisting faculty in correcting accessibility problems
- Editing YouTube transcripts to create screen-reader friendly documents
- Editing YouTube auto captions to correct errors and punctuation
- Converting slides to document format
- Other tasks as needed to support accessibility for students with visual and auditory impairments

Training and support will be provided but initiative and ability to learn independently are desirable qualities.

Minimum Required Skills:

- Strong interpersonal and communication skills
- Strong computer skills
- Good research skills
- Ability to maintain confidentiality
- Ability to be flexible
- Ability to take initiative and work independently
- Familiarity with Word, Moodle, YouTube, and PowerPoint
- Familiarity with Google suite
- Strong organizational skills

Additional Information
Position is for approximately 10-15 hours per week.