University of Houston ◢ Clear Lake

Coordinator, Accessibility Support Team
Job Description

JOB INFORMATION

Effective Date	10/8/2021
Job Code:	3578
Job Title:	Coordinator, Accessibility Support Team
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Accessibility Support Team Coordinator is responsible for coordinating the production and delivery of accessible text (e.g., syllabi, course handouts, etc.) and accessible media (e.g., captions, transcripts) to support individuals with disabilities in the UHCL community and ensure compliance with relevant disability laws. Must work collaboratively with other individuals and offices to facilitate campus-wide compliance. Conduct workshops and training sessions addressing the creation of accessible documents. Hires, trains, and supervises student workers who assist with document production and training sessions.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Computer Information Science, Educational Technology, Rehabilitation Counseling, Special Education, or a closely-related field	Required	
Master's Degree	in Computer Information Science, Educational Technology, Rehabilitation Counseling, Special Education, or a closely-related field	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of experience with assistive technologies, creating accessible documents, or related experience	Required	
Less than 3 yrs	University experience. Knowledge of producing captions and transcripts for video and audio files. Experience conducting and assessing training sessions and workshops. Experience with Kurzweil, JAWS, NVDA, MAGic) and creating accessible documents using optical character recognition software (ex: Adobe Acrobat, ABBYY FineReader, OmniPage)	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Must have a demonstrated mastery of all relevant legislation, regulations, and compliance requirements, including the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and Web Accessibility Initiative's Web Content Accessibility Guidelines 2.0 AA.	Skilled
•	Must have a comprehensive knowledge of Assistive Technology.	Skilled
•	Knowledge of digital text production processes including, but are not limited to: Word, PDF, DOC/DOCX, and PPT.	Skilled
•	Must be able to communicate and build positive relationships with all stakeholders including faculty, staff, and students.	Skilled
•	Must have excellent interpersonal and communication (verbal and written) skills.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

	Essential Function	% TIME
•	Coordinates production and delivery of accessible text (e.g., syllabi, course handouts, etc.) and accessible media (e.g., captions, transcripts) for faculty teaching hybrid and face-to-face classes and staff to support individuals with disabilities in the UHCL community and ensure compliance with relevant disability laws.	35%
•	Develops, implements, and maintains processes and procedures in the areas of production techniques, quality, completion and on-time delivery of documents in accessible formats for faculty teaching hybrid and face-to-face classes and staff.	10%
•	Monitors production workflow of accessible text and media produced by the AST for faculty teaching hybrid and face-to-face classes and staff.	10%
•	In coordination with the Office of Online Programs, provides training (one-on-one and group) and workshops regarding the creation of accessible documents, and assesses the effectiveness of the trainings and workshops.	15%
•	Consults with faculty, Online Programs, Instructional Designers, staff, and other stakeholders about accessible document and media processes, procedures, and standards.	10%
•	Recruits, hires, trains, supervises, and evaluates AST student workers who assist with document production and training.	5%
•	Maintains a database of accessible documents and media produced by the AST.	10%
•	Supports the Director of Disability Services in strategic planning, managing external relations, unit budgeting and HR functions by maintaining routine contact and reporting data on accessible text and media production.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Coordinator, Accessibility Support Team   08/10/2023