Electronic Information Resources Accessibility Coordinator

Job Code 50033944

General Description
Act as liaison to all functional areas where EIR is developed, procured or implemented. Coordinates with Office of Disability Services.

Examples of Duties
Remains current on best practices in electronic ADA. Recommends and advises on EIR accessibility criteria for integration into development and processes, procedures, and resource requirements. Develops and maintains policies, procedures, guidelines, and tools that meet the requirements of 1 (Texas Administrative Code) TAC 206 and 1 TAC 213); and TGC 2054.451. (WCAG 2.1, WAI, Section 508, ARIA). Consults with IT Business Operations and procurement staff members to ensure that accessibility requirements are incorporated into EIR procurement processes (SOWs, specifications, receiving, etc.) to include requisitions, contracts and purchase orders. Develops EIR accessibility strategies and implementation plans. Develops administrative reports, studies, research projects, etc., as needed. participates in responding to Texas Department of Information Resources’ EIR Accessibility Survey as part of the Information Resources Deployment Review.

Knowledge, Skills, and Abilities
Knowledge of: identifies university supported standards and recommends tools for developing and testing EIR.

Skill in: effective and professional communication; coordination of work projects.

Ability to: plan, monitor, and coordinate EIR accessibility activities founded on a risk-based approach.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements