Auburn University Job Description

Job Title: **Asst Dir, Access Elec & IT**

Job Code: **AE68**

FLSA status: Exempt

Job Family: No Family

Grade 35: $51,900 - $86,400

Job Summary

Oversees activities to ensure compliance with Auburn University policies and government regulations related to accessible technology and instructional delivery.

Essential Functions

1. Oversees the technology and related services offered by the Office of Accessibility to students and employees.

2. Researches and keeps other informed of current regulations and practices required and promoted by government agencies and subject matter experts.

3. Develops and revises policies and procedures related to legal requirements surrounding accessible electronic information technology.

4. Collaborates with other departments on campus to facilitate the acquisition of accessible electronic information technology equipment and software; ensure purchases comply with any applicable regulations, laws, policies, and/or guidelines.

5. Creates and presents professional development opportunities for employees involved with accessibility of information technology; provides guidance and information related to accessible electronic information technology through a wide variety of mediums.

6. Assists faculty in implementing Universal Design in Learning (UDL) principles; establishes and promotes a process for ensuring media delivered online or in the classroom meets all applicable standards.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Masters Degree	Degree in Information Technology, Assistive Technology, or related field
Experience (yrs.)	3	Experience in providing assistive technology and/or inclusive technology services to individuals

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of Americans with Disabilities Act (ADA), Section 504 of Rehabilitation Act, and knowledge of assistive technologies and their application in higher education

Certification or Licensure Requirements

None Required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/24/2015