

Posted: March 5, 2021



POSITION ANNOUNCEMENT

TITLE: ACCESSIBILITY & MEDIA SPECIALIST

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$40,850-\$59,014

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: March 16, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Accessibility and Media Specialist (AMS) is a remote position responsible for developing curriculum-related files and documentation compliant with Section 508 of Rehabilitation Act and Web Content Accessibility Guidelines (WCAG) and document conformance with FEMA/NTED guidelines. The AMS responsibilities include conducting an in-depth assessment of all course components in various formats, including e-learning (web), to identify compliance issues and implement changes to remediate non-compliance. Additionally, the AMS is responsible for developing graphical visualizations (and other media) of curriculum-related concepts to include complex data and learning models. The AMS works closely with development staff and Subject Matter Experts (SMEs).

REQUIRED QUALIFICATIONS:

Bachelor's degree required in any area of study. Section 508 of Rehabilitation Act and Web Content Accessibility Guidelines (WCAG) required. Three (3) year experience developing/ processing documentation for professional and formal settings, focusing on formatting, document structure, and file structure required. Three (3) years' experience developing graphic assets, focusing on the visualization of complex concepts and data required. Knowledge and skills with image processing and illustration software such as Adobe Photoshop and Adobe Illustrator required. Ability to work independently with little supervision and meet development timelines required. Ability to communicate clearly in various communication channels to include email, work chat, and teleconferencing services required. A valid NM Driver's License required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 023, Socorro, NM 87801