

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

<b>POSITION</b>	<b>Digital Accessibility Project Assistant [Full-Time, Temporary]</b>
<b>APPLY BY</b>	<b>April 18, 2025</b>
<b>HIRE DATE</b>	<b>To Be Determined</b>
<b>DIVISION</b>	College Effectiveness
<b>REPORTS TO</b>	Compliance Officer
<b>CLASSIFICATION</b>	Hourly (Non-Exempt)
<b>POSTING DATE</b>	April 4, 2025

---

## SUMMARY

Southwest Wisconsin Technical College is seeking a motivated and detail-oriented Digital Accessibility Compliance Assistant to help bring our institution into compliance with Title II of the Americans with Disabilities Act digital accessibility regulations. This position offers a valuable opportunity to gain hands-on experience in digital accessibility practices, project management, and training development in an educational environment. The position will be responsible for auditing and remediating digital course content within the college's Learning Management System (LMS), creating training materials for staff and faculty, and maintaining detailed records of completed and outstanding work. This position is intended to work between 35-40 hours per week for a 12-week period.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

### Digital Accessibility Audits and Remediation:

- Conduct comprehensive accessibility audits of digital course content within the LMS.
- Identify and remedy non-compliant content to ensure it meets accessibility standards such as WCAG 2.1 AA.

### Training Development:

- Develop online digital accessibility training for faculty and staff.
- Create accessible resources, guides, and best practices for use across the institution.

### Record Keeping and Reporting:

- Maintain accurate records of accessibility issues identified, work completed, and remaining tasks.
- Provide weekly updates on project progress to supervisor.

### Team Oversight:

- Collaborate closely with other student workers assisting with auditing and remediation tasks.
- Provide guidance, coordinate team tasks, and ensure work quality meets accessibility standards.

## REQUIRED QUALIFICATIONS

- Basic understanding of digital accessibility principles and standards (e.g., WCAG 2.1 AA, Title II Digital Accessibility).
- Experience with Learning Management Systems (e.g., Canvas, Blackboard, Schoology, or Moodle).
- Familiarity with common digital tools and software, including Microsoft products.
- Strong organizational skills and attention to detail.
- Ability to communicate effectively with diverse stakeholders.

## PREFEREED QUALIFICATIONS

- Experience auditing or remediating digital content for accessibility compliance.
- Familiarity with assistive technologies (e.g., screen readers, voice recognition software).
- Prior experience leading or managing a small team

## PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs) For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**. (TDD: 608.822.2072)

## SALARY RANGES

A11 Hourly: \$19.56-\$22.33

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.