The University of Guelph (U of G) has been recognized as a Top 50 employer in Canada. Forbes includes U of G Among Canada’s Best Employers.

Professional and Managerial Group

Analyst II, Digital Accessibility

Computing and Communications Services (CCS)

Hiring #: 2022-0236

Please read the Application Instructions before applying.

Computing and Communications Services (CCS) is the central IT department at the University of Guelph, providing core IT services and technology solutions to the U of G community. CCS has a progressive organizational culture, including a strong learning and development focus, and is committed to its Core Values: Service Culture, Integrity, Individual Leadership, Teamwork, Agility, and Communication.

Reporting to the Manager, CCS Web & Development Solutions, and in partnership with Student Accessibility Services, Library Accessibility Services, Communications and Public Affairs, and Diversity & Human Rights, the successful candidate will join a small team that provides digital accessibility consultation, training, education, and resources to the University community. The successful candidate will work closely with student support staff to form a digital accessibility resource centre, helping campus faculty, staff, and students create accessible documents, websites, and online multimedia.

The responsibilities of this position include:

- Creating and maintaining online education and support resources for University faculty, staff, and students about accessible documents, multimedia, and web content
- Delivering individual and group training sessions to University faculty, staff, and students about accessible documents, multimedia, and web content
- Responding to digital accessibility consultation requests via telephone or email
- Administering and supporting the University’s web accessibility monitoring tool
- Conducting AODA compliance audits for University websites
- Mentoring student support staff and helping coordinate and monitor their work

The following skills, experiences and requirements will set a candidate apart:

- Bachelor’s degree in Computer Science/Information Technology or a related discipline, or several years of related work experience, or a combination of education and experience
- Previous experience working in a higher education institution
- Understanding of the AODA, web accessibility, WCAG 2.0/2.1, accessible documents, and accessible multimedia
- Understanding of the barriers people encounter when working with technology
- Familiarity with creating an inclusive work environment
- Experience working with assistive technology
- Experience delivering training and technical support to other people
- Experience writing user manuals or online documentation
- Strong interpersonal and communication skills (oral and written) with ability to work effectively with other people

Position Number 682-006
Classification               P03
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 04 04
Closing Date: 2022 04 18

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply