Job Descriptions
The University of Delaware Library Assistive Technology Center is made available to University of Delaware students and the University community to facilitate use of equipment and facilities for users with disabilities. The Irenée du Pont Room, Room 119, is for use by library users with disabilities and their assistants who require access to the equipment and materials located in this room. The Francis Joseph Cumnings Study Room, Room 123, is a group study room under the guidelines for group study rooms. Group study rooms may be reserved in advance. [http://udel.libcal.com/book/groupproject](http://udel.libcal.com/book/groupproject)

The ATC Librarian:
- assesses and recommends, along with the Office of Disabilities Support Services, equipment and software purchases for the library Assistive Technology Center. The existing equipment has been acquired through the ODSS and the University Library.
- assists, along with the Library Information Technology User Support Department (LITUS), in maintaining equipment.
- assists in answering users’ questions in the operation of the Center equipment. Although not a training center, the ATC Librarian instructs the users on location and basic access to the assistive technology. A phone is located in the Center for contacting the service departments in the library.
- is on call for extensive reference service for users with disabilities. Students with disabilities are given extended reference service when the coordinator or appointed library staff are available to provide this service. It is recommended that this service be scheduled in advance. Normally, when needed, ODSS will assist in providing assistants to work with ODSS registered students in supporting their AT use in the library.
- refers or assists students with disabilities with retrieval of materials in the library collection. This service is also available at the Circulation Desk. Photocopy services are available at the Student Multimedia Design Center at the self-service rate of $.10 per black and white copy.
- gives individual or group tours of the library to users with disabilities.
- assists in publicizing the availability of new disability services.
- produces and maintains “For Library Assistance” Research Guide.
The ATC backups

-are on-call or available by appointment to assist students with disabilities. This may involve extensive reference service.

-are on-call for other Coordinator activities when Coordinator is not available.

-assists the Coordinator in giving tours and orientations to the Center.
Accessibility Advisory Committee for the UF Libraries

The AAC is charged to ensure the UF Libraries is responsive to our patrons needing disability accommodation and that our policies, services, and resources are up to date and best meet ADA standards and the needs of our patrons.

UF Libraries Accessibility Advisory Committee

Charge and Responsibilities

Charge
The UF Libraries Accessibility Advisory Committee is charged to ensure the Libraries is responsive to our patrons needing disability accommodation and our policies, services, and resources are up to date, best meet the needs of our patrons as well as the standards set in the Americans with Disabilities Act.

Responsibilities
The Accessibility Advisory Committee (AAC) will review the short and long-term recommendations listed in the 2013/14 Services for Students with Disabilities Task Force Assessment. The committee will work to implement as many recommendations as possible and will continually assess the Libraries’ ADA-related policies, services, and resources for our patrons and strive to ensure consistency and excellence throughout the branches.

The Accessibility Advisory Committee will also...

- Perform a bi-annual review of the ADA webpages of the Libraries and Library Branches to ensure all information is accurate and up-to-date.
- Assist in providing specialized library instruction, workshops, orientations structured for students with disabilities.
- Perform outreach to the UF Community with focus on UF Students with disabilities.
- Promote awareness of available ADA services, resources, and technologies.
- Assist in providing ADA related training and workshops to all library employees.
- Collaborate with other departments across campus (e.g., Disability Resource Center, ADA Compliance) to provide and cross-promote services and resources.
- Explore new ADA technologies, resources, and services and make recommendations to the UF Libraries.
- Examine ADA policies, resources, and services of our peer institutions to ensure we provide our patrons with comparable offerings in each area.
MICHIGAN STATE UNIVERSITY LIBRARIES
Faculty Position Description
2018-2019

RANK: Librarian II
TITLE: Accessibility Coordinator (75%) / Text Management Special Projects (25%)

FUNCTION
Serves as the Libraries’ Accessibility Coordinator, overseeing and advocating for library accessibility initiatives and communicating and documenting the Libraries’ accessibility efforts.
Works on special projects, like Open Educational Resources initiatives, in the Text Management Division as a secondary assignment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

• Serves as the Libraries’ accessibility coordinator, overseeing and advocating for library accessibility initiatives and communicating and documenting the Libraries’ accessibility efforts.
• Coordinates issues related to the Libraries’ 5-year accessibility plan and annual self-reviews.
• Coordinates collections/licensing issues related to accessibility and participates in bi-monthly Collection Coordinator meetings and other collection development meetings, projects, and training sessions relevant to accessibility.
• Meets with appropriate publisher and vendor representatives about accessibility and evaluates vendor/publisher platforms and content according to the Libraries’ 5-year accessibility plan.
• Leads efforts on educating/training staff on accessibility issues.
• Hires and determine projects for student accessibility employees.
• Chairs the Libraries’ Accessibility Working Group (LAWG).
• Chairs the Big Ten Academic Alliance E-Resource Accessibility Group and leads the consortium’s efforts in this area.
• Represents the MSU Libraries at campus-wide & other accessibility meetings.
• Assists the Text Management Division in a secondary role with special projects, like MSU’s Open Education Resource initiatives.
• Serves on appropriate Library and University committees and task forces.
• Participates in appropriate professional and scholarly activities.
MICHIGAN STATE UNIVERSITY LIBRARIES
Accessibility Coordinator

PRIMARY SUPERVISOR: Associate Director for Human Resources/Text Management/Interlibrary Services
SECONDARY SUPERVISOR: Associate Director for Collections
SYRACUSE UNIVERSITY
Inclusion and Accessibility Librarian

Posting Details

Job # 033510
Department Code 20620-5720
Department SU Libraries
Job Title Inclusion and Accessibility Librarian
Location Syracuse University
Pay Range Commensurate with Experience
Salary Grade 00
FLSA Status Exempt
Hours 8:30am -5:00pm (academic year)
8:00am – 4:30pm (summer)
Hours may vary based on operational needs.
Job Type Full-time
Campus Syracuse, NY
Unionized Position Code Not Applicable

Job Description
Syracuse University Libraries seeks to expand our role in sustaining a diverse and inclusive campus community through the appointment of an Inclusion and Accessibility Librarian, the first position of its kind at Syracuse University. This individual will play a critical leadership role in fostering an inclusive culture and expanding the Libraries’ accessibility services. Reporting to the Associate Dean for Undergraduate Education, the Inclusion and Accessibility Librarian will guide and support the Libraries’ efforts to promote inclusion and accessibility including goal-setting, planning, assessment, and advocacy. This individual will consult directly with our leadership team and will collaborate widely across our library, within the University, with other academic libraries and throughout higher education. In addition, as the Libraries’ expert on accessibility, this individual will oversee the Libraries’ assistive technology and accessibility services, working directly with Libraries clientele and staff as needed.

Qualifications
• ALA-accredited master’s degree or equivalent combination of education and experience required
• 3-5 years professional library experience, preferably in an academic or research library
• Advanced degree in a related field preferred.

Job Specific Qualifications
• Excellent interpersonal, oral and written communication skills, including demonstrated ability to develop and build relationships with a wide variety of constituencies and to work cooperatively in a diverse, dynamic, team setting.
• Deep commitment to and demonstrated success with discussing, integrating, and promoting inclusion and accessibility throughout a complex and dynamic organization.
• Demonstrated ability to effectively network, build relationships and collaborate with various internal and external stakeholders.
Special consideration will be given to candidates with the best combination of the following:
• Working knowledge of alternate format and assistive technologies, e.g., JAWS, Kurzweil, Read and Write Gold, as well as accessibility features in Windows and Mac; familiarity with commercial web accessibility evaluation and reporting tools
• Demonstrated knowledge of current accessibility laws (e.g., Section 504 and Section 508 of
SYRACUSE UNIVERSITY
Inclusion and Accessibility Librarian

Responsibilities

• Excellent interpersonal, oral and written communication skills, including demonstrated ability to develop and build relationships with a wide variety of constituencies and to work cooperatively in a diverse, dynamic, team setting.
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• Demonstrated knowledge of current accessibility laws (e.g., Section 504 and Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act) and standards (e.g., W3C WCAG 2.0).
• Demonstrated experience with accessibility research and/or practice or equivalent combination of education and experience.
• Proven success leading projects as well as contributing in groups and committees.
• 1 year’s experience developing and presenting workshops, training, information sessions
• Knowledge of inclusive and/or universal design principals

Physical Requirements

Not Applicable

Tools/Equipment

Not Applicable

Application Instructions

In addition to completing an online application, applicants must submit a cover letter and resume for full consideration.

About Syracuse University
Syracuse University is a private research university of extraordinary academics, distinctive offerings and an undeniable spirit. With a gorgeous campus in the heart of New York State, a global footprint and a history that dates to 1870, we embrace diverse backgrounds and viewpoints.

Our student population includes nearly 15,000 undergraduates and 5,000 graduate students, representing all 50 U.S. states and 123 countries. Our proud commitment to veterans and their families is unrivaled in higher education. Home to 11 schools and colleges, Syracuse University blends the foundational power of the liberal arts with the intense focus of professional programs. We offer undergraduate, graduate, and professional degrees in Architecture, Arts and Sciences, Education, Engineering and Computer Science, Sport and Human Dynamics, Information Studies, Law, Management, Citizenship and Public Affairs, Public Communications, and Visual and Performing Arts.

A medium-sized city situated in the geographic center of the state, Syracuse, N.Y., is approximately a four-hour drive from New York City, Boston, Philadelphia, Toronto and Montreal. With a metropolitan population of 700,000, Syracuse is a center for cultural, recreational and artistic events, including the Everson Museum of Art, Syracuse Stage, Symphoria, Destiny Mall, multiple sporting events, and festivals including Jazz Fest and Winterfest. The outdoor enthusiast will enjoy having the Adirondack Mountains, the Finger Lakes, Lake Ontario, and the Thousands Islands Region within easy driving distance of the Syracuse campus.

EEOC
Syracuse University is an equal-opportunity, affirmative-action institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.

Commitment to Supporting and Hiring Veterans
Syracuse University has a long history of engaging veterans and the military-connected community through its educational programs, community outreach, and employment programs. After World War II, Syracuse University welcomed more than 10,000 returning veterans to our campus, and those veterans literally transformed Syracuse University into the national research institution it is today. The University’s contemporary commitment to veterans builds on this historical legacy, and extends to both class-leading initiatives focused on making an SU degree accessible and affordable to the post-9/11 generation of veterans,
Representative Documents: Job Descriptions

SYRACUSE UNIVERSITY
Inclusion and Accessibility Librarian

and also programs designed to position Syracuse University as the employer of choice for military veterans, members of the Guard and Reserve, and military family members.

Commitment to a Diverse and Inclusive Campus Community
Syracuse University maintains an inclusive learning environment in which students, faculty, administrators, staff, curriculum, social activities, governance, and all other aspects of campus life reflect a diverse, multi-cultural, and international worldview. The University community recognizes and values the many similarities and differences among individuals and groups. At Syracuse, we are committed to preparing students to understand, live among, appreciate, and work in an inherently diverse country and world made up of people with different ethnic and racial backgrounds, military backgrounds, religious beliefs, socio-economic status, cultural traditions, abilities, sexual orientations and gender identities. To do so, we commit ourselves to promoting a community that celebrates and models the principles of diversity and inclusivity.

Job Posting Date
03/23/2017

Application Deadline

Full Consideration By

Job Category
Staff

Message to Applicants

Applicant Documents

Required Documents
1. Resume/CV
2. Cover Letter

Optional Documents
1. Reference List

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please let us know how you heard of this position.
   - Chronicle of Higher Education - newspaper
   - chronicle.com
   - HigherEdJobs.com
   - UNYHERC.org
   - Diverse Issues in Higher Education
   - Academic Keys
   - InsiderHigherEd.com
   - Syracuse Post Standard - newspaper
   - syracuse.com
   - indeed.com
   - LinkedIn
   - The Academic Network
   - Twitter@sujobs
   - Colleague recommendation
   - SUJobOpps
   - Other

2. * If "other" please let us know how you heard about this position. (or enter N/A)
   (Open Ended Question)
UNIVERSITY OF WATERLOO
Coordinator, Library Accessibility Services & AODA Advisor
http://www.hr.uwaterloo.ca/jd/00004232.html

Human Resources department at the

Coordinator, Library Accessibility Services & AODA Advisor

Date: May 6, 2015
Reports to Head, Information Services & Resources
(Job Title):
Jobs None
Reporting (Job Titles):
Department: Library, Information Services & Resources, Dana Porter Library
Location: Main Campus
Grade: USG 9
35 hr/wk

Primary Purpose
As a member of Dana Porter Information Services and Resources, the Coordinator, Library Accessibility Services & AODA Advisor contributes to the success of students by the coordinating the Library’s support services for persons* with disabilities and also advises all library staff on Accessibility for Ontarians with Disabilities Act (AODA)-related issues as they relate to the work library staff do.

* Usually students, but assistance is available to anyone with a disability.

Key Accountabilities:
1. As a Coordinator, Library Accessibility Services & AODA Advisor within the Library, the incumbent:
   - Supports and advances the Library’s strategic directions to further the Library’s contribution to the campus Strategic Plan for learning, teaching, and research in the campus community
   - Participates in the Library’s consultations with the campus community to develop, implement, coordinate, and review initiatives/services/resources that support accessible teaching, learning and research
   - Promotes the use of Library services and resources to the campus community with an emphasis on persons with disabilities
   - Remains current and conversant with trends and practices within the library community related to areas of responsibility by:
     - Maintaining general awareness of trends and developments in AODA standards and legislative changes, and Human Rights legislation related to accessibility
     - Maintaining awareness of best practices related to accessibility including environmental
UNIVERSITY OF WATERLOO
Coordinator, Library Accessibility Services & AODA Advisor
http://www.hr.uwaterloo.ca/jd/00004232.html

(universal design & procurement), customer service and educational (universal design for learning) advances

- Maintaining awareness of advances in accessibility services, technologies and resources
- Participates in Library, TUG, and provincial committees and groups such as OCUL Accessibility Community of Practice and the ACE Repository Working Group, and fosters collaboration, information sharing, partnerships between departments or groups
- Participates in professional development in areas of responsibility to aid in ongoing knowledge and skills acquisition.

2. As coordinator of Library Accessibility Services and the Adaptive Technology Centre (ATC), the incumbent ensures the library’s services to this diverse group of users contributes to their access, use, and understanding of information services and resources and the adaptive technologies that work with these resources. The incumbent oversees the workings of the Adaptive Technology Centre, makes recommendations for improvements to the technology, services, and layout of the Centre.

- Develops or modifies service policies and procedures to ensure both alignment with Library policies and functionality for Centre’s users in consultation with department heads
- Coordinates the maintenance and updating of the physical space and equipment
  - Monitors emerging trends and best practices related to tools and technologies that improve accessibility
  - Makes recommendations regarding use of space, equipment, furniture
  - Handles the acquisition, maintenance, use and up grading of hardware and software available in the ATC
  - Researches, tests and analyzes and purchases products with available donation funds
- Oversees the use of the space
  - Oversees the online and in house booking of the study rooms
  - Updates and monitors access mechanisms to the centre such as the key list and locker keys
  - Monitors access privileges of students and addresses misuse of space
- Ensures AODA compliance is met in all customer service, communication, procurement, environment aspects of the Centre
- Develops and maintains content for Library Accessibility Services website
- Develops and supports a network of accessibility champions in each of the Library’s departments. Champions would have increased knowledge of accessibility, facilitate awareness of accessible service provision and disseminate accessibility information within the department.
- Designs and distributes Library Accessibility Services promotional materials in consultation with signage committee and communication team
- Collaborates with the Educational Technologist in AccessAbility Services to ensure coordination of support of students moving between Accessibility Services and the Library is seamless and complementary nature of both services continue to align to best serve the students
- In carrying out these responsibilities, the incumbent works closely with other library staff, particularly those in Circulation, Advancement and Library Technology & Facilities Services, campus partners such as the Director, AccessAbility Services and external partners such as the Accessible Content E-Portal
3. As the provider of support for persons with disabilities in the Library, the incumbent:

- Oversees or processes and troubleshoots alternate format requests for all library materials
  - Maintaining and updating processes with other library departments, AccessAbility Services and the Accessible Content E-Portal to ensure privacy of students and copyright respected
- Oversees or processes and troubleshoots alternate format requests for textbooks
- Establishing relationships and processes with AccessAbility services, publishers and Alternative Education Resources for Ontario to ensure student privacy, copyright and publisher requirements are met
- Provides orientation to the use of the Adaptive Technology Centre (ATC)
- Trains students in use of the hardware and software available in the ATC as required
- Provides one-on-one and small group information service support and accessibility targeted instruction related to information seeking
- Develops, maintain and update online guides for students
- Serves as liaison for AccessAbility Services students when they come to the library

Serves as liaison to AccessAbility Services
- Consults AccessAbility advisors about student issues and concerns
- Collaborates on orientation activities
- Attends staff meetings
- Keeps abreast of with disabilities issues, trends in service provision
- Exchanges information on adaptive equipment
- Communicates and collaborates regularly with Educational Technologist in Accessibility Services related to access enhancing technologies and student support
- Participates in Accessibility outreach activities such as Open Doors transition sessions
- Consults and is consulted regularly by Library Instruction Committee and Outreach Committee to support the accessibility of their endeavours
- Develops and maintains communication channels with all training committees and ‘accessibility champions’ in the Library.

4. As the AODA advisor in the Library, the incumbent advises all Library departments, committees, and groups on AODA standards and supports the standards being met and/or exceeded.

- Develops and maintains in-depth working knowledge of AODA legislative standards and changes to those standards, best practices and emerging issues
- Communicates legislative updates, changes in practice and emerging issues to Library managers and staff
- Provides leadership and advice on inclusive design for space for renovations
- Uses their AODA knowledge and the adaptive technologies in the Centre to provide assessment of or guidelines for assessment of accessibility of research resources. Trains others as necessary.
- Serves as advisor to all Library departments to ensure accessibility is considered in the planning and implementation of new and existing services, changes to virtual/web environments in the and procurement of new equipment and resources
- Develops, or participates in the development, and leads the implementation of user needs assessments when related to persons with disabilities. Aids in creating recommendations reports and ensures communication of findings. This is done in collaboration with others in the library with expertise in user needs assessment.
UNIVERSITY OF WATERLOO
Coordinator, Library Accessibility Services & AODA Advisor
http://www.hr.uwaterloo.ca/jd/00004232.html

- Provides orientation to Adaptive Technology Centre to all new library staff
- Develops, maintain and update AODA toolkit for library staff
- Serves as a member of appropriate renovation and other committees, working groups as needed

5. Provides inclusive library instruction to persons with disabilities, and inclusive instruction training and support to Liaison Librarians and others throughout the Library involved in instruction/training:
   - Provides tailored library instruction sessions for persons with disabilities through AccessAbility Services or other appropriate venues
   - Provides inclusive instruction/universal design for learning training for Liaison Librarians and all other Library staff involved in instruction
   - Assists Liaison Librarians and others in developing and implementing class accommodations for persons with disabilities in Library-based and classroom-based instruction sessions

6. Collaboratively develops, designs and delivers training related to AODA compliance and best practices for all Library staff:
   - Develops library-specific, face-to-face AODA training sessions for various target audiences within the Library including all permanent and contract staff, casual staff and volunteers, those teaching others, and service, policy and procedure developers. These sessions will complement and enhance existing campus AODA requirements.
   - Works in collaboration with department heads and departmental training committees or champions to implement regular training and refresher opportunities
   - Ensures AODA compliance through training, advice to department heads and accessibility champions and monitoring of completion of modules and transfer of the results to Director of Organizational Services

7. Provides general information services and research assistance at various service points including the Adaptive Technology Centre, library information service points, AssessAbility Services:
   - Assists patrons in locating library resources and services as well as campus information
   - Instructs patrons in the use of library resources and services
   - Participates in relevant committees and training initiatives as appropriate

8. Participates in the general success of the ISR Department and Library:
   - Participates in working groups and special projects as required
   - Participates or coaches others in the testing and adoption of new services and service delivery platforms with respect to accessibility
**Position Requirements**

**Education:**
Completion of a Bachelor’s degree or equivalent.

**Experience:**
Proven excellent communication skills, both oral and written, including de-escalation skills
Ability to develop and maintain strong partnerships and working relationships across multiple and diverse organizations, and across levels within organizations from specialist to executive level
Proven self-starter with demonstrated commitment to innovation, creativity, and excellence
Demonstrated ability to independently, as well as collaboratively, lead, plan, coordinate, implement and assess effective services, including managing multiple and simultaneous projects
Proven ability to work effectively in a service oriented environment, which values collaboration and collegiality
Demonstrated ability to interact with all staff and patrons in a respectful and sensitive manner

**Technical:**
Experience providing services for or working with persons with disabilities
High level of comfort with technology
Ability and aptitude to learn and use new technologies to enhance and deliver information services
Knowledge of current trends, best practices, tools and technologies related to accessibility
Experience with adaptive tools and technologies that support persons with disabilities in libraries
Experience in website maintenance and content development best practices
Knowledge of AODA accessibility standards and their implementation in Libraries
Basic knowledge of copyright as it relates to persons with disabilities
Inclusive design/universal design for learning and usability testing knowledge
Experience instructing one-on-one and in small groups
Staff training experience
Strong understanding of space use, universal design and development in an inclusive manner
Excellent organizational, analytical and problem solving skills
Ability to identify new service and engagement opportunities and to collaborate with library managers and colleagues on the feasibility, development and sustainability of new services and programs.

**Asset:**
Knowledge of disability issues
Knowledge of promotion & marketing design and implementation
Knowledge of ACE and AERO
Experience with information service delivery in person or virtual

**Technical:**

<table>
<thead>
<tr>
<th>MS Word</th>
<th>Excel</th>
<th>PowerPoint</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td>Intermediate</td>
<td>Intermediate</td>
<td>SharePoint (advanced), Web publishing (basic), Adaptive</td>
</tr>
</tbody>
</table>
Nature and Scope

Interpersonal Skills:
Internally, communicates with all departmental and information services delivery staff. Externally, this position has significant contact with students, faculty and staff through the provision of quality customer service and the broader accessibility services community in the province. Works with Library Technologies and facility Services to resolve technical problems with the adaptive tools and technologies in the Adaptive technology Centre.

Level of Responsibility:
This position works with minimal supervision and has no direct reports. It provides information assistance, technical support and training to persons with disabilities, advises and coaches all Library staff on accessibility service provisions standards.

Decision-Making Authority:
Responsible for problem-solving daily issues as related to responsibilities. Works with manager and others to solve larger problems.

Physical and Sensory Demands:
Minimal demands typical of a public service position operating within an office environment.

Working Environment:
Minimal exposure to disagreeable conditions typical of a public services position.