**Job Title:** Accessibility Analyst

**Job ID:** 8925

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

**Job Code:** 1038 Administrative Analyst/Specialist -12 Month

**Job Grade:** Non-Exempt

**Salary From:** $3,288 **Salary To:** $6,347 If applicable

**Department:** IT Universal Design Ctr-8235

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**Major Duties**

Under general supervision the Project Analyst aids in the implementation, coordination and evaluation of Universal Design Center projects in relation to federal and state disability access laws, technical standards for accessibility, the CSU Accessible Technology Initiative (ATI), and disability access policies and guidelines. The incumbent provides project assistance, as needed, to evaluate the accessibility compliance of software, web sites, and documents; reviews and coordinates assessment of campus Information and Communication Technology (ICT) purchase requests in order to implement ATI procurement related policies; provides consultation on web, instructional materials, and procurement related issues to the campus community; engages in development and implementation of office policies and procedures for the enhancement of office workflow and project execution; oversees all student paraprofessionals; and performs other duties as assigned.

**Qualifications**

Equivalent to graduation from an accredited four-year college or university in a job-related field. Equivalent to two (2) years of full-time analytical or administrative experience is required. Additional experience in job-related field may be substituted for required education, on a year for year basis.

**Knowledge, Skills, & Abilities**

Working knowledge of general practices, program, and/or administrative specialty. Working knowledge of project management and associated needs for a dynamic office environment. Ability to analyze and make projections on project execution dates and timelines. Ability to coordinate departmental project schedules and use of resources successfully. Knowledge of principles related to Section 508, the Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) 2.x. Knowledge of best practices for accessible documents, web sites and software. Ability to use accessibility evaluation tools and evaluate information and communication technology (ICT) for accessibility. Demonstrated ability to communicate and collaborate effectively in a team environment. Ability and specialized skills to: interpret and apply a wide variety of policies and procedures; perform basic research and analyze data; compile, write and present reports related to program or administrative specialty. Excellent organizational and written and verbal communication skills. Working knowledge of American Sign Language (ASL) desired. Proficient in using standard office software (Microsoft Word, Excel, Outlook, etc.).

**Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package.

The salary range for this classification is: $3,288 - $6,347 per month.
The anticipated HIRING RANGE: $3,288 - $4,800, dependent upon qualifications and experience.

HOURS: Full-Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday.

REG: This is a Regular position with a one-year probationary period.
General Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

How to Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins July 23, 2020 and will be considered in the initial review and review will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:
http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(7/10/20)