Geoscience ADA Compliance Assistant

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Penn State
in University Park, PA

Apply Now

Type: Adjunct/Part-Time
Salary: $15 per hour
Category: Assessment, Accreditation, and Compliance; +1 Disability and Accessibility Services



Job Number: REQ_0000072901

Approval of remote and hybrid work is not guaranteed regardless of work location. For additional information on remote work at Penn State, see Notice to Out of State Applicants.

JOB DESCRIPTION AND POSITION REQUIREMENTS

The Department of Geosciences in the College of Earth and Mineral Sciences is seeking a part-time undergraduate student to work on making digital content in Geoscience courses ADA-compliant.

The successful candidate will:

- Use accessibility tools and checklists to audit content on Canvas and university websites
- Review and edit web page and Canvas course content for accessibility compliance (e.g., adding alt text, checking color contrast, applying proper heading structures, editing video transcripts)
- Edit documents including PowerPoint, PDFs, and Word documents to meet accessibility requirements
- Utilize AI-based tools to assist in generating accessibility elements such as image alt text, captions, and transcripts
- Document updates and changes to course materials and resources
- Maintain records of updates and completed tasks
- Participate in occasional training or team check-ins related to accessibility practices.

The successful applicant must be a current undergraduate student enrolled in the Department of Geosciences.

Application review will begin immediately and will continue until the position is filled. To be considered for this position, applicants must include a cover letter and resume.

Compensation:

The starting rate for this job is $15/hr.

BACKGROUND CHECKS/CLEARANCES

Employment with the University will require successful completion of background check(s) in accordance with University policies.

CAMPUS SECURITY CRIME STATISTICS

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Act of 1988, Penn State publishes a combined Annual Security and Annual Fire Safety Report (ASR). The ASR includes crime statistics and

institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The ASR is available for review here.

EEO IS THE LAW

Penn State is an equal opportunity employer and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact 814-865-1473.

The Pennsylvania State University is committed to and accountable for advancing equity, respect, and belonging. We embrace individual uniqueness, as well as a culture of belonging that supports equity initiatives, leverages the educational and institutional benefits of inclusion in society, and provides opportunities for engagement intended to help all members of the community thrive. We value belonging as a core strength and an essential element of the university's teaching, research, and service mission.
Federal Contractors Labor Law Poster

PA State Labor Law Poster

Penn State Policies

Copyright Information

Hotlines

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Related Searches:

- Assessment, Accreditation, and Compliance

- Disability and Accessibility Services

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