AI and Accessibility Coordinator

higheredjobs.com/admin/details.cfm

Type: Full-Time
Salary: $57,000 per year
Posted: 17 days ago
Application Due: 02/15/2026
Category: Disability and Accessibility Services; +1 Other IT
Military

ROSE STATE COLLEGE ANNOUNCES AN OPENING IN ACADEMIC TECHNOLOGY AND TEACHING INNOVATION CENTER (eLearning)

POSITION: AI and Accessibility Coordinator (Temporary, Subject to Funding)

Description of Duties:

Responsible for leading the implementation of Rose State College's *AI for Access* initiative, funded by the Oklahoma State Regents for Higher Education. This position plays a key role in advancing accessibility, instructional quality, and faculty development through responsible integration of Artificial Intelligence (AI) tools in course design and delivery. The Coordinator will research, pilot, and scale AI-enabled accessibility solutions, provide faculty training, and develop resources that ensure compliance with WCAG 2.1 AA and Quality Matters guidelines. The AI and Accessibility Coordinator will perform a wide variety of tasks to support the *AI for Access* initiative, including but not limited to: Research, evaluate, and implement AI tools that enhance accessibility and instructional design quality. Ensure AI applications meet security, FERPA compliance, and accessibility guidelines. Develop and deliver faculty training workshops on AI-enabled accessibility and course design in collaboration with Quality Matters. Provide consultation and create resources (guides, templates, toolkits) for faculty adoption. Coordinate project phases (research, pilot, scale) while overseeing data collection processes and maintaining accurate records to support audits and compliance tracking. Analyze accessibility and instructional quality data, generate evaluation reports, and interpret metrics (e.g., compliance rates, faculty confidence, student satisfaction) to inform continuous improvement and grant reporting. Publish the AI for Access Toolkit and maintain an online repository of model courses. Support planning and execution of the statewide AI Accessibility Showcase. Serve as liaison between Academic Technology and Teaching Innovation Center (ATTIC), Information Technology (IT), faculty, and external partners. Support budget decisions, including monitoring expenditures, ensuring compliance with grant guidelines, and researching cost-effective tools, services, and supplies within budget constraints. Support campus events, outreach activities, and community engagement efforts related to AI and accessibility. Assist with communications, presentations, and workshops that promote AI-enabled instructional innovation. Perform other duties as assigned that support the objectives of the *AI for Access* initiative and Rose State College. This position is contingent upon the availability of external and/or grant funding.

Minimum Qualifications:

Bachelor's degree in education, instructional design, computer science, or a related field (or equivalent combination of education and experience). At least one (1) year of experience in accessibility compliance, instructional design, educational technology, or project coordination. Familiarity with AI tools and their application in teaching and learning environments. Strong understanding of WCAG 2.1 AA guidelines and universal design principles. Excellent organizational, communication, and problem-solving skills. Ability to work independently and collaboratively with faculty, staff, and external partners. Familiarity with Learning Management Systems (Canvas) and accessibility platforms (e.g., Panorama, YuJa). Light carrying up to 10 lbs. and light lifting up to 10 lbs. required. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending, and stooping.

Desired Qualifications:

Master's degree in education, instructional design, or related field. Experience developing and delivering faculty training or workshops. Knowledge of Quality Matters standards and online course quality frameworks. Experience with FERPA compliance, data privacy, and ethical AI use. Familiarity with Microsoft Office Suite and enterprise systems.

Application Deadline: January 28, 2026

Please submit application materials as requested. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period.

All finalists may be subject to a background check and/or drug test.

(Posted on December 16, 2025)

Must be eligible to work in the United States.

Rose State College's Annual Security Report, including VAWA disclosures, is located at https://rose.edu/wp-content/uploads/2025/09/Rose-State-ASFSR-2025.pdf.

An Equal Opportunity Employer.

In accordance with the American Disability Act, reasonable accommodations in the application process will be provided upon written request.

EMPLOYEE RELATIONS (405)733-7979

6420 SE 15TH STREET - MIDWEST CITY, OK - 73110-2799
Rose State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational programs, activities, or services. Issues of noncompliance need to be referred to the Affirmative Action Officer, Administration Building, Room 104, telephone (405) 733-7979.

Related Searches:

- Disability and Accessibility Services
- Other IT

- Military-Friendly

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