

Job # 1971306

Program: Learning Services – Tutorial Accessibility Web Update Assistant

Title: STDT 4

Wage:\$13.50 per/hr.

Hiring Supervisor Name: Amanda Roth

Hiring Supervisor Email: [HYPERLINK "mailto:a4roth@ucsd.edu"](mailto:a4roth@ucsd.edu)

a4roth@ucsd.edu

Hours: up to 10 per week

Openings: 1

How to apply:

Upload your resume under #1. Upload your brief introduction cover letter under #2.

Special How to Apply Instructions: Please address your level of web editing experience in your brief introduction letter.

Job Description:

Under the direction of the Instructional Technologies Librarian, update, create, and edit tutorial content as instructed.

Test tutorials on multiple devices and operating systems and report user experience issues to supervisor.

Identify tutorial content that does not meet established WCAG accessibility standards and report to supervisor.

Assist supervisor in creating technical documentation for tutorials through continuous collaboration.

Qualifications:

Students with a current Work Study Award are preferred and will be given priority consideration, but a work study award is not required.

Strict attention to detail.

Prior intermediate to advanced experience working with and understanding of HTML and HTML editor. Ability to read and make edits to code.

Experience with image editing sufficient for making/editing images and graphics.

Ability to use JAWS and MAC VoiceOver.

Ability to work independently and seek feedback when needed.

Knowledge of universal design and its application to web applications.

Ability to read and understand software specifications.

Basic computer file management in a Windows environment (e.g, understand folders/subfolders, commonly used file formats etc.)

Ability to use both Windows and IOS operating systems.

Excellent communication and interpersonal skills.

Proven ability to learn new software applications.

Preferred but not required:

Prior knowledge of WCAG accessibility standards, familiarity with assistive computing devices.

Specific software training will be provided.

Mandatory Notices

Must pay UCSD Student Services fees each quarter working.

If you have relatives employed at UCSD, you must include the name, relationship and department where employed in your resume and/or cover letter. This information is used only for the purpose of complying with the University's nepotism policy.

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.

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