

Digital Accessibility – Accessibility Specialist

Summer College Intern Job Description

Department / Team: EA, Digital Accessibility

Team Function:

Yale University is committed to making information, programs, and activities on its websites and web applications accessible to people with disabilities. The ITS Digital Accessibility team is responsible for providing training and consultation to the Yale community, to improve knowledge of digital accessibility, to share techniques and services that we recommend for testing and improving the accessibility of digital assets, and to ensure purchased products and services meet Yale accessibility requirements.

Location: 25 Science Park

Job Title: Accessibility Specialist Summer Intern

Duties & Responsibilities:

The Accessibility Specialist Intern will be responsible for helping the Digital Accessibility team improve the accessibility of Yale's websites. Specifically, this summer position will help remediate high impact documents (mostly PDF files) hosted on various Yale websites. The intern will learn how to use Microsoft Office, Adobe Acrobat Pro, and Commonlook software to enhance the accessibility of documents, and apply that knowledge to remediate documents submitted to the digital accessibility team, or documents discovered on high priority websites using tools such as Siteimprove.

Required Qualifications:

- * Strong organizational skills, detail-oriented
- * Excellent teamwork
- * Ability to handle multiple competing responsibilities
- * Strong technical aptitude, and expert skill in Microsoft Office (primarily Word)

Preferred Qualifications:

- * Experience with Adobe Acrobat Pro
- * Experience with WCAG 2 or related web accessibility work
- * Experience with front-end web development (HTML/CSS) or Content Management Systems such as WordPress or Drupal