

Graduate Hourly Position – Technical Writer

Position description

The ADA IT Coordinator is seeking a graduate hourly to assist in creating and updating digital accessibility education and reference materials on the [IT Accessibility website](#). This individual must be detail oriented, organized, able to work pro-actively and independently, and possess excellent and engaging technical writing skills. Previous knowledge of digital accessibility is not required, but the candidate should be interested in learning. Experience with basic HTML and creating and editing web content in Drupal is desired. While this position is for a period of five to six weeks, there is the possibility of future work.

About the ADA IT Coordinator

The ADA IT Coordinator, in the Office of the Vice Chancellor for Diversity, Equity and Inclusion, is responsible for oversight and coordination of digital accessibility compliance efforts at the University of Illinois Urbana-Champaign. Education is a key component of how the ADA IT Coordinator supports the digital accessible efforts on campus with the goal of fostering an inclusive and accessible campus culture for all.

Key tasks and goals

- Review and assess the current library of digital accessibility educational materials on the IT Accessibility website and those created as part of accessibility presentations conducted by the ADA IT Coordinator on campus.
- Identify items that are outdated or no longer relevant.
- Identify possible new items for inclusion in the collection.
- Adapt materials from training presentations to a format for the website per parameters set by the ADA IT Coordinator.
- Draft appropriate language for the website to guide users to find relevant content.

Details

Pay Rate: \$25.00/hour

Work Schedule: Flexible / fully remote

Hours Per Week: 15 to 20

Start Date: 11/01/2023 (flexible)

Duration: 5-6 weeks

Contact Person: Keith Hays