

**CRIMINAL JUSTICE INSTITUTE
UNIVERSITY OF ARKANSAS SYSTEM**

TRAINING AND ACCESSIBILITY SPECIALIST

- Job Description:** The Criminal Justice Institute is currently seeking qualified applicants to assist in the development, editing, and production of online courses and course material and reviewing, proofreading, and editing course documents. This position will be responsible for identifying and suggesting potential solutions for accessibility barriers based on the WCAG 2.0 standards as well as compliance with ADA, Section 508, and other accessibility related laws for program courses.
- Duties:** Assists in the development, production, marketing, scheduling, facilitation and delivery of instructor-led and online courses and course material by performing the following duties: Revising and formatting slides; editing, proofreading, and reviewing course scripts; proofreading and editing written and recorded course materials; ensuring accessibility of online courses by adding alternative text for non-text content such as images; formatting documents for screen reader and other assistive technology accessibility; transcribing audio portions of videos; assisting in testing, reviewing, and editing online course materials for accessibility and WCAG 2.0 and Section 508 compliance; registering and communicating with students; and managing enrollment records and class rosters, spreadsheets, and other documents necessary for class management.
- Qualifications:** Required qualifications: Bachelor's degree from an accredited college or university preferably in Education, English, Training or related field. One year minimum experience in related area. Some experience or knowledge of Section 508 compliance standards and how these standards are applied to written materials, or a willingness to promptly complete Federal training in 508 standards. Experience with writing, proofreading and editing written material. Occasional nationwide travel is required.
- Preferred Qualifications:** Experience working with virtual computer environments, a variety of web browsers, eLearning authoring software, and in repurposing course curriculum to an online (virtual) computing environment is preferred.
- Salary:** To mid \$40,000s depending on qualifications and experience.
- Closing Date:** This position will remain open until filled.
- To Apply:** To apply for this position, submit a Criminal Justice Institute application (available at www.cji.edu), résumé, and names and address of three professional references to: Criminal Justice Institute, Attention: Human Resources, 26 Corporate Hill Drive, Little Rock, AR 72205.

The Criminal Justice Institute is an Affirmative Action/Equal Opportunity Employer.