JOB DESCRIPTION
Digital Accessibility Intern
Vacancy Ref: N1990

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Digital Accessibility Intern</th>
<th>Present Grade:</th>
<th>3S</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Information Systems Services</td>
<td>Directly responsible to:</td>
<td>Head of IT Support</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>NA</td>
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</tbody>
</table>

Other contacts
Internal:
The post-holder is required to offer digital accessibility support to staff and students at Lancaster University in academic departments. They will work closely with the IT Training and Digital and eLearning teams within ISS and academic and administrative staff who create digital materials, primarily in teaching departments. They may also interact with:

- Library staff
- eLearning faculty leads
- Staff in Organisation and Educational Development
- Student employees supporting the use of digital services within departments / faculties

External:
External software providers, peers from other HE institutions working in similar roles.

Major Duties:

- Working primarily with digital learning materials hosted on Moodle, use software tools to identify potential accessibility issues, make corrections and keep records of progress.
- Offer desk-side coaching and drop-in sessions for staff to provide advice on how to make materials accessible.
- Support the development of help and guidance within academic departments
- Help ISS teams to develop and test materials and resources to support the creation of accessible materials.
- Undertake training and personal development to further develop digital skills and knowledge of IT Services at Lancaster
- Engage with the Careers Service as necessary in order to develop career plans.
- Attend team and other meetings as appropriate.
- Any other task appropriate to the role and grade.