



**Position Title:** Part-Time Web Designer – ACCESS & MEED

**Job Code:** 8308

**Reports To:** Department Director

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Web Designer develops and maintains an accessible website for both the ACCESS Department and the Microcomputer Education for Employment of the Disabled (MEED) Program.

**Duties & Responsibilities:**

- Designs and creates accessible web sites that transition to full compliance with Section 508 of the Rehabilitation Act and addresses the accessibility needs of individuals who are learning disabled, or have low vision, or are blind or deaf
- Researches and develops material and links that provides Miami Dade College students with disabilities the diverse range of accessible resources that assist them to succeed in the college experience
- Designs and develops with other ACCESS and MEED support staff informational and learning modules that can be available through the website, or are downloadable from iTunes
- Assists other Campus departments to make all websites more accessible to students with disabilities
- Conducts presentations on accessible websites through College Training & Development workshops
- Coordinates all web activities with the Campus Network Services Office
- Develops additional web pages that provide students with a comprehensive awareness of all accommodations provided through the ACCESS Department and the MEED Program
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree from a regionally accredited institution with one (1) year of experience in Web Design
- Must be knowledgeable of and able to effectively use web development software
- Knowledge of adaptive technology and software preferred
- Must be self-motivated and able to work independently
- Possess strong interpersonal skills and able to interact effectively with people from diverse backgrounds
- Possess strong organizational skills
- Possess excellent communication skills ( Written and Verbal )
- Must have the ability to work in a multi-ethnic/multi-cultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name