

# Program and Policy Analyst – Accessibility

Wisconsin Technical College System Office

## **POSITION SUMMARY**

Under close, progressing to general supervision, this position provides program expertise relating to accessibility to WTCS' internal staff and external partners. This position is responsible for research, analysis, and development of policies, procedures, and protocols related to accessibility at the system office and acting as the resident expert to the 16 Wisconsin Technical College districts. In addition, this position analyzes, develops and executes convenings and other professional development opportunities for up to 500 attendees, which includes managing all aspects of the event including budget, professional contracts, vendors, and technology coordination for in-person and virtual events. This role also develops and maintains content for the Division of Educational Services on the myWTCS website.

## **GOALS AND WORKER ACTIVITIES**

**50% A. Serve as the agency expert for accessibility for all documents, forms, files, presentations, websites and more.**

- A1. Manage and implement accessibility processes.
- A2. Ensure timely communication and technical assistance with internal and external staff and leadership at the system office and all 16 colleges.
- A3. Ensure all existing materials at the system office are edited to be accessible, and ensure all future materials are created to be accessible.
- A4. Maintain accessibility documentation through multiple tracking databases, including the Accessibility Teams site and external website.
- A5. Manage procedures to ensure relevant policies and subsequent updates are followed. Identify when changes to federal policies impact the accessibility process.
- A6. Create training materials for accessibility learning opportunities.
- A7. Evaluate the effectiveness of existing processes. Proactively identify and propose alternatives to improve the accuracy of accessibility processes.

**15% B. Manage large events and conferences and provide coordination, logistics, budget management, and technology support for statewide professional development convenings that support the 16 Wisconsin Technical College districts.**

- B1. Maintain schedule for meetings and conferences which includes reserving space, catering, speaker contracts, and ensuring technology/equipment for off-site

meetings.

B2. Create and distribute agendas, promotional materials, and reminders utilizing various communication methods: print, web/online and email.

B3. Manage online and in-person registrations online and on-site through registration lists and other various processes.

B4. Document event/program details, distribute and collect surveys, and maintain facility maps for future planning/improvement.

B5. Maintain and reconcile accounting records, both paper and electronic, following established guidelines for budget

B6. Serve as liaison with Education Consultants and other agency and district staff to expedite and resolve concerns or issues relating to the process.

**15% C. Provide professional coordinative and analytical work and technical assistance for Student Success programs.**

C1. Analyze, research and gather information for reports, meetings or special projects.

C2. Create, maintain, edit and upload accessible content and documents to the myWTCS webpage, including maintaining current and upcoming events to the myWTCS calendar.

C3. Serve as coordinative liaison between Education Consultants and related college leaders in-coordinating in person and virtual meetings/convenings.

C4. Manage and maintain contact lists, email distribution, and virtual teams.

C5. Manage and provide technical assistance for website and other virtual engagements such as Microsoft Teams

C6. Compose, prepare and edit documents, including correspondence, reports, and meeting notices.

C7. Record and compose minutes of meetings.

**10% D. Provide technical and administrative support to the Associate Vice President- Office of Student Success.**

D1. Coordinate all logistics for office staff meetings, including agendas and meeting notes.

D2. Schedules internal and external meetings and assist in calendaring for the Associate Vice President - Office of Student Success.

D3. Coordinates AEFLA, State Director-related meetings (e.g. registration for conferences and other professional development).

D4. Provide support services such as answering telephone/email and maintaining paper and electronic file systems.

D5. Other duties as assigned.

**10% E. Provide technical and administrative support services for the Office of**

## **Student Success and Adult Education.**

- E1. Prepare appropriate contracts and requisitions utilizing state accounting and procurement standards, in collaboration with appropriate education consultant.
- E2. Coordinate certificate distribution for approved professional development competencies.
- E3. Maintain course contracts for teachers.
- E4. Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Strong attention to detail skills.
2. Ability to coordinate a diverse group of professionals.
3. Ability to manage and document complex policies and processes.
4. Ability to research and analyze complex information.
5. Ability to prioritize a varied workload to meet deadlines.
6. Ability to communicate effectively with internal and external stakeholders.
7. Ability to shift priorities quickly.
8. Strong organizational skills.
9. Strong computer skills and the ability to use Word, Excel, Access, PowerPoint, Adobe Creative Suite, Microsoft Teams, and Adobe Acrobat software.
10. Ability to create a wide variety of documents using software applications.
11. Knowledge of accessibility practices.
12. Knowledge of website content management.
13. Knowledge of Internet use, email and calendaring systems.
14. Knowledge of general office practices and procedures.
15. Ability to work as a team member.
16. Ability to work cooperatively with office staff, the colleges and management.
17. Ability to communicate effectively both orally and in writing.
18. Ability to use tact and sensitivity in responding to individuals by telephone and in-person and electronically.
19. Strong customer service skills.
20. Ability to represent WTCS in a professional and positive manner.
21. Knowledge of agency policies and practices.

## **SPECIAL REQUIREMENTS**

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 20% of this position's duties.