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Location:

Job Title	Digital Accessibility Intern
Campus Location	Siegal Center / District Office
Department	Compliance
Building and Room Number	2nd Floor Siegal Center
Job Description	<p>Under the direction and supervision of the Accessible Technology Manager, Seattle Colleges is seeking a detail-oriented and mission-driven Digital Accessibility Intern to join the team in ensuring that all digital content, platforms, and services are fully accessible in compliance with the updated Title II ruling of the Americans with Disabilities Act (ADA) and Washington Policy User-01.</p> <p>Duties:</p> <ul style="list-style-type: none">• Review, test, and remediate of internal and external facing digital and print content, website/webpages, media and materials, and support.• Conduct detailed reviews and testing of digital and printed documents to ensure accessibility• Verify the accuracy of mathematical, scientific, or technical content after conversion and flag issues for review when needed• Conduct automated and manual accessibility checks using provided tools and checklists to confirm compliance• Collaborate with faculty and staff to clarify source content and incorporate feedback into final documents• Assist in maintaining tracking systems and version control for document remediation efforts and reporting on progress• Identify gaps and inefficiencies and recommend improvements to enhance accessibility practices• Support new workflows, processes, and guidelines to ensure consistent accessibility across Seattle Colleges.• Return finalized, accessible documents within established timelines and project expectations
Number of Positions Available	2

Experience/Qualifications Desired

- Experience using Microsoft Word, Adobe Acrobat Pro, and related tools for structured document formatting (styles, headings, tables)
- Attention to detail when reviewing converted content for both accuracy and accessibility compliance
- Strong organizational skills and ability to manage multiple documents and deadlines
- Effective written communication skills for clarifying questions and providing status updates
- Interest in inclusive design, disability access, or equitable learning environments
- Familiarity with Canvas, WAMAP, or STEM-B coursework or concepts desired but not required

Educational Benefits

1. Evaluate and remediate digital content for accessibility
2. Interpret and apply core principles of WCAG 2.1 AA
3. Demonstrate and communicate professional practice

Expected Hours 15

Position Available Summer, Fall, Winter, and Spring

Contact Person Julia Anderson

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