

## **JOB POSTING**

### **Position Summary**

Title: Image Description Specialist (**CD 505: Research Foundations for Community Development**).

Hours: ~ up to 10 hrs/wk, depending on nature of course content.

Duration: for the duration of the semester (or while student is registered in the course).

Hourly Rate: \$28.50/hr + 4% in lieu of vacation pay.

Posting Closing Date: **December 7, 2022**.

### **Position Overview**

The Image Description Specialist (IDS) position is responsible for transcribing core visual content contained in required course materials into text-based descriptions for blind/low-vision (BLV) students. The IDS will work collaboratively with the course instructor(s) at the start of the semester to define all core images that need to be described. The IDS will support the primary course instructor by authoring image descriptions and reformatting complex tables for all required coursework in a timely manner. The IDS will support the AFTP by maintaining communication and submitting image descriptions as required. The IDS may assist the AFTP in the production of tactile graphics. The IDS works remotely with flexible hours but is responsible for meeting deadlines as determined by the course schedule.

This position is best suited to a self-starter who has strong time-management skills. The IDS will have expert knowledge of the subject matter (a graduate-level education or above is required). This position is funded through the CAL and will receive ongoing support and training from the AFTP.

### **Responsibilities and Duties:**

- Author concise and technically accurate descriptions for images contained in required coursework. Descriptions include what is actually in the image and highlight important concepts that a sighted student would derive from the image, informed by the course learning outcomes.
- Reformat complex tables from required coursework as requested by AFTP staff.
- Collaborate with course instructor(s) to determine images requiring descriptions from all required coursework (e.g. textbooks, lab manuals, lecture books, online readings, lecture slides, assessments).
- Manage timelines for authoring image descriptions based on the course syllabus and AFTP requirements.
- Submit completed image descriptions to the AFTP via email.
- Maintain communication with AFTP and course instructors.
- Attend image description training as needed.

- Maintain confidentiality.

**Skills:**

- Discipline-specific expertise.
- Technical writing.
- Time-management.
- Self-directed.
- Communication skills.
- Creativity.
- Problem-solving.

**Experience:**

- Graduate-level education in the relevant discipline, or a combination of education and experience.
- Academic writing.
- Supporting student learning at a post-secondary level is preferred.

**How to Apply**

Please contact **Walter Lepore**, [walepore@uvic.ca](mailto:walepore@uvic.ca) for **CD 505** for more information.

