

## **JOB POSTING**

### **Position Summary**

**Title:** Image Description Specialist (Physics 110 – Fall 2026)

**Hours:** Up to approximately 10 hours/week, depending on the nature and volume of course content.

**Duration:** As soon as possible through the end of the Fall 2026 semester (or for the duration of the student's enrollment in the course).

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

**Posting Closing Date:** Open until filled.

### **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 Alternative Format Text Program (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 Centre for Accessible Learning (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.
- Strong time-management skills.

- Ability to work independently and take initiative.
- Strong communication skills.
- Creativity and adaptability.
- 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 email your Expression of Interest (maximum 1 page) outlining your relevant skills and experience related to this position to Monica Lee-Bonar at [phastao@uvic.ca](mailto:phastao@uvic.ca)

