Interested in increasing the web’s availability for all? We may be looking for you.

Are you a user of adaptive technologies who at one time found it necessary to restrain yourself from throwing your device out the window after navigating a difficult website? Does opening the web to a diversified user base fascinate you? If you use assistive technologies in a meaningful way to accomplish important tasks and/or have experience with web accessibility you might be great for one of our website examiner positions. We are looking for individuals comfortable browsing websites of varying qualities in unique ways and documenting findings. Compensation is determined by skill level. Note: Navigating to the play button on YouTube to watch cat videos does not count. Talent and a collaborative spirit are crucial factors with regards to the number of projects sent your direction. We give preference to talented examiners with vision loss.

**Position Title:** Website accessibility examiner

**Location:** U.S.

**Division/Department:** Accessibility testing

**EEO Classification**: Professionals

**Position Status:** Freelance/Independent Contractor

**Salary Grade:**

**FLSA Classification**:

# Summary of Position.

The website accessibility examiner specializes in reporting errors when testing projects to assist businesses in making their websites and applications accessible to individuals with disabilities. Their efforts will include testing websites to identify accessibility issues based on the WCAG 2.1 Level AA standards the Americans with Disabilities Act, Section 508, and other accessibility-related laws. This position reports directly to the Accessibility Testing Manager at Outlook Business Solutions.

## Primary Duties and Responsibilities:

Note: *Other duties may be included outside of the responsibilities listed in specific contracted engagements.*

* Navigate through web pages and crucial experiences on a given site.
* Determine most appropriate option for documenting errors from choices in tracking system/google sheets.
* Provide concise explanation of effect of each specific error.
* Give feedback on improvements to testing experience when necessary.

## GENERAL EXPECTATIONS:

* Freelancer/independent contractor will create a free Google account to facilitate collaboration and sharing with the internal Outlook marketing team and external partners and/or clients.
* Work will be completed by the deadline requested by Outlook.
* Work will adhere to Outlook Business Solutions’ expectations with regards to the auditing process for customers, as appropriate.
* Freelancer/independent contractor will not solicit customers of Outlook to create a business relationship that does not include Outlook.

## Qualifications

### Education, Training and Experience:

* Proficient web browser with assistive technologies (Jaws, NVDA, Narrator, and/or Voiceover).
* Familiarity with Chrome, Firefox, Edge, and/or safari browsers.
* Comfortable using Android or IOS (both is a plus).
* Knowledge of Web Content Accessibility Guidelines (WCAG) is a plus.
* Effective communicator both oral and written.
* Experience working effectively in highly collaborative, team-oriented environments.
* Enthusiastic learner with positive attitude.
* High school diploma or commiserate experience.

Effective date: July 2019 Revision date: \_\_\_\_\_\_\_\_\_\_\_\_\_

## GENERAL SIGN-OFF:

The freelancer/independent contractor is expected to adhere to the requirements of this document. I have read and understand this explanation and job description. The information contained within it appears to be accurate to the best of my knowledge.

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| --- | --- | --- | --- |
| Associate Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Associate Direct Report: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |