

**From:** [University Wide Notices](#)  
**To:** [University Wide Notices](#)  
**Subject:** University-Wide Notices for 4/04/2019  
**Date:** Thursday, April 4, 2019 4:02:26 PM  
**Attachments:** [image004.png](#)  
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## University Wide Notices

Here is a list of today's notices:

- [Job Posting\(s\) for April 5, 2019](#)
- [Accessibility & Usability Training - May 2019](#)
- [Save the Date Poker Walk](#)

To view our University Wide Notice (UWN) Procedures, please click [here](#).

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### Job Posting(s) for April 5, 2019

Click on this link to go directly to the Electronic Employment System: <https://employment.ferris.edu/>

To access via the Ferris Home Page at: [www.ferris.edu](http://www.ferris.edu)  
, click Employment (under Campus Resources), click FSU Electronic Employment System - Job Postings.

### **NOTE: Please Read the next section carefully.**

#### **NEW Postings for this week.**

**This week's** job postings are available:

- In the Electronic Employment System. The link above will take you to the postings page, please follow the above instructions to access postings in the Electronic Employment System.

Application assistance is available in the Electronic Employment System for individuals needing additional assistance. There is a [Help](#) link located in the top left corner of the system. To apply for any positions in the Electronic Employment System, you must complete or have completed the on-line **Application**.

Applicants requiring accommodation or additional assistance in the application process should contact the Office of Human Resources at 231-591-2150 or email [fsujobs@ferris.edu](mailto:fsujobs@ferris.edu).

If you have questions regarding this transmittal, please call Mandi Sterly @ ext.2667, Jennifer Saladin @ ext. 3878, or Jennifer Wallace @ ext. 2485.



**Jennifer L. Saladin | Senior HR Generalist**

Ferris State University | Office of Human Resources  
420 Oak Street, Prudden 150 | Big Rapids, MI 49307-2020  
(231) 591-3878 Office - (231) 591-2978 Fax | [Human Resources Web Site](#)

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### Accessibility & Usability Training - May 2019

# May Web Accessibility Training

## Creating Accessible Documents Workshop

*Presented by: Jody Gardei, Staff Center for Training & Development and Jackie Hughes, eLearning*

Monday, May 13<sup>th</sup>

9:00 AM to 3:00 PM

*Location: **FLITE 405***

## Creating Accessible PDFs Workshop and LMS Accessibility: Ally, Images, and Links Workshop

*Presented by: Jody Gardei, Staff Center for Training & Development and Jackie Hughes, eLearning*

Tuesday, May 14<sup>th</sup>

9:00 AM to 3:00 PM

*Location: **FLITE 405***

## Web Content for Everyone

Usability, Accessibility, and Content Creation

Wednesday, May 15<sup>th</sup>

9:00 am to 2:30 pm

*Location: **University Center Ballrooms***

These workshops will allow you to transform the content of your documents and web pages to make them accessible, thereby meeting the expectations of ADA. Monday and Tuesday will focus on a certain aspect of accessibility and include instructional time and work time. The objective is to help you, through guidance, repetition, and collaboration, to become comfortable making electronic documents, PDFs, and LMS content accessible.

Wednesday is a mini-conference. The day begins with keynote speaker, Rebecca Blakiston, and is followed by breakout sessions, lunch, and a wrap-up session. It will include a broader focus on web content accessibility and usability.

### Overview

- Learn how to make accessible Word documents and fix existing documents.
- Learn how to make accessible PDF files. While some PDF files may easily be made accessible, others may be a scanned image and a little more challenging. You will learn how to use Adobe's accessibility tools to make PDF files accessible. *Prerequisite: Creating Accessible Word Documents.*
- Learn how to use Ally in Blackboard to identify accessibility issues and how to fix them.
- Learn how to write for the web and design user-friendly websites.

For more information, go to the [Accessibility Training website](#).

Register on the [Staff Center Events site](#) (Google Chrome works best). Email [sctd@ferris.edu](mailto:sctd@ferris.edu) if you have trouble registering for a session.

**Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.**

*Jody Gardei*

**Manager, Staff Center for Training & Development**  
Ferris State University

📍 Alumni #121, 410 Oak Street | Big Rapids, MI 49307

☎ 231-591-2112 | Pronouns: she/her/hers

🌐 [www.ferris.edu/SCTD](http://www.ferris.edu/SCTD) | [www.facebook.com/FSUSCTD](https://www.facebook.com/FSUSCTD)

Save the Date Poker Walk

# Save the Date

**Wednesday April 24, 2019**

**11:30 AM- 1:00 PM**

**Top Taggart Track**

## More Info to come!



**Anna Wild | Sr. Human Resources Generalist**

Ferris State University | Office of Human Resources

420 Oak Street, Prakken 150 | Big Rapids, MI 49307-2020

Office: (231)591-2077 Fax (231)591-2978 | [Human Resources Web Site](#)