



University Students' Council – Position Description

Position Title:	Accessibility Coordinator
Supervisor:	Vice President Student Support & Programming
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	5-8 hours per week average, 10-15 hours during peak time
Term:	June 1 – April 30 th

OVERVIEW:

Help make Western a more accessible place for all of its students. In this role, you will plan events and campaigns throughout the year to raise awareness about accessibility on campus and the challenges faced by students with disabilities. You will also be able to enact positive change by examining the USC's policies or procedures to ensure all of them support students of any hidden or observed ability.

DUTIES AND RESPONSIBILITIES:

- Enhance and improve student accessibility at the USC, across the Western campus and in the London community by planning and executing a minimum of one event per month that raises awareness regarding accessibility and the challenges faced by students with disabilities.
- Combination of both issue identification and policy research:
 - Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.
 - Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.
- Actively participate as a member of the Campus Accessibility Review and Enhancement Committee.
- As required, participate as a member of the Western Ontarians with Disabilities Act Committee.
- Analyze any policies and procedures which inhibit physical accessibility hidden or observed at the USC.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Maintain an active working relationship with the AVP Peer Programs.
- Oversee the Accessibility Coordinator budget.
- Work in collaboration with the AVP Student Experience to conduct research for relevant policies.
- Sit as a member of the Political Advisory Committee (PAC).
- Adhere to USC bylaws, policies and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Accessibility Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Accessibility Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish in the area of accessibility and students with disabilities. Strong organizational and time management skills are paramount to the success of these projects. The Accessibility Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.
- **Research:** Strong research and written communication skills is an asset.
- **General:** Knowledge of the University and all levels of government is an asset.
- It is necessary for the Accessibility Coordinator to understand and learn about accessibility on campus and community resources, and work with marginalized communities on campus.

TRAINING:

- The Accessibility Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.
- The Accessibility Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.