University Students' Council of the University of Western Ontario
Position Description
ACCESSIBILITY COORDINATOR

EFFECTIVE: **SUPERSEDES:**

AUTHORITY: Executive   **RATIFIED BY:**   Executive

1.00   POSITION TITLE: ACCESSIBILITY COORDINATOR

2.00   POSITION OVERVIEW:

(1) The Accessibility Coordinator initiates research, policy papers and programs that generate awareness of the challenges faced by students with disabilities.

3.00   PRIMARY RESPONSIBILITIES:

(1) Combination of both issue identification and policy research.

   i.   Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.

   ii.   Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.

(2) Actively participate as a member and ex officio of the Campus Accessibility Review and Enhancement Committee.

   i.   As required, participate as a member of the Western Ontarians with Disabilities Act Committee.

(3) Analyze any policies and procedures which inhibit physical accessibility (hidden or observed) at the USC and on the Western campus.

(4) Coordinate advocacy strategies with the Associate Vice President Campus Affairs, Vice President Internal, Advocacy Services Officer and Advocacy Policy & Research Coordinators to enhance and improve student accessibility at the USC, across the Western campus and in the London community.

(5) Develop online content for Concrete Speech so as to increase awareness of accessibility issues and advocacy priorities.

(6) Adhere to USC bylaws, policies and procedures.

(7) 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

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USC's Final Reports Procedure.

   i.   Include any recommendations as to the appropriate direction of accessibility within the Western community and/or any improvements to USC policies to help eliminate physical barriers on campus.

4.00   QUALIFICATIONS:

(1) 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.

(2) Project Management: The Accessibility Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. 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.

(3) Research: Strong research and written communication skills is an asset.

(4) General: Knowledge of the University and all levels of government is an asset.

5.00   TIME COMMITMENT:

5.01   Expected time commitment for the position will vary over the term:

(1) Average time commitment: 5 − 8 hours per week

(2) The Accessibility Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00   TRAINING/SUPPORT:

(1) The Accessibility Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Services Department.

(2) The Accessibility Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

(3) Throughout their term, the Accessibility Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and

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communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

(4) The Accessibility Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

7.00   LEARNING OUTCOMES:

(1) The Accessibility Coordinator will develop real world research and communication skills, while developing a better understanding of the University, City of London, Provincial Government and Federal Government legislation.

(2) The Accessibility Coordinator will develop the propensity and capacity to challenge discrimination based on physical disability on campus through public education.

8.00   COMMUNITY IMPACT:

(1) From the identification of issues and policy papers being created students' concerns will be in a better position to be advocated on towards the University and all levels of government.

9.00   EVALUATION:

(1) The Accessibility Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.

   i.   Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.

   ii.   A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 SUPERVISION:

(1) Primary supervision: Associate Vice President Campus Affairs

   i.   Executive oversight: Vice-President Internal

(2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Services