

USC Accessibility Committee 2021-22

Exec Position Descriptions

The USC Accessibility Committee aims to create a community in which all students have the tools they require to make the best of their undergraduate experience. Our portfolio includes doing outreach work to learn more about the specific needs of students with disabilities on campus, and addressing them as they arise.

The USC is seeking seven (7) undergraduate students in the 2021/22 term to act as VPs on the Accessibility Committee. These roles include Student Outreach (3x), Director of Events, Director of Finance, Marketing Director, and Social Media Director

Student Outreach

3-5 hours per week

There will ideally be three student outreach positions. All three student outreach coordinators will be responsible for facilitating meetings with diverse groups of students. One of the student outreach coordinators will be responsible for facilitating meetings with other ability related and intersectional student clubs at Western. The second student outreach coordinator will be responsible for facilitating meetings with students at Western who identify as disabled and who wish to talk about their experiences. The third student outreach coordinator will be responsible for coordinating with the other student committees, and for assisting the Coordinator as needed. These positions represent a new direction for the Committee and are very important. Student outreach coordinators should be comfortable having discussions and collecting data.

Director of Events

3-5 hours a week

The Director of Events is responsible for planning, organizing, and executing the events planned by the Committee. They are also responsible for coordinating with the communications team to promote events for the Committee

Director of Finance

3-5 hours a week

The Director of Finance is responsible for all monetary, budgetary, accounting or other fiscal matters for the Committee. The Director of Finance is responsible for coordinating with the Coordinator and with the Director of Events regarding the financial situation of the Committee

Marketing Director

3-5 hours a week

The Marketing Director's responsibilities include: creating professional graphics for promotional or educational needs, designing resources such as infographics, flyers, pamphlets, and other media as required, and generating innovative ways to expand the Accessibility Committee's audience reach. Ideally, 6 months to one year (or more) of volunteer/work experience with Canva, Adobe Photoshop, or any design-related tool of choice is preferred for this position. Please attach a graphic design portfolio of 3-5 examples of your work in the application. All members of the executive team must be comfortable promoting the Accessibility Committee's events/initiatives on their social media platforms.

Social Media Director

3-5 hours a week

The Social Media Director will work in collaboration with the Marketing Director. Their responsibilities include: managing the Accessibility Committee's Facebook and Instagram account, overseeing followings/mentions and replying promptly to comments when needed, and working to create a more prominent online presence. It is up to the Social Media Director to create content on some other social media platforms as well if needed, such as Tiktok. Ideally, adequate knowledge of social media properties (such as Business/Creator modes on Instagram or Facebook insights) is preferred for this position.