University Students’ Council – Position Description

Position Title: Accessibility Coordinator
Supervisor: Vice President Student Support & Programming
Remuneration: Honoraria $3000
Hours of Work: 5-8 hours per week average, 10-15 hours during peak time
Term: August 1 – April 30th

OVERVIEW:
The Accessibility Coordinator is expected to facilitate programming and initiatives that raise awareness about accessibility-related topics amongst the student body. The Coordinator will also develop a variety of campaigns and educational resources dispelling misunderstandings related to accessibility and disability. Finally, you will work with the USC Executive to ensure the organization’s work is accessible, intersectional, inclusive, and equitable.

DUTIES AND RESPONSIBILITIES:

● With the support of a leadership team, organize campaigns, programs, and initiatives to educate students on campus and community resources related to accessibility and disability; organize discussion groups; host educational and training sessions, and provide informative and engaging programming.

● In collaboration and consultation with the VP Student Support & Programming and VP University Affairs, work to build and maintain relationships with relevant departments of the University including: the Office of the AVP EDI; Housing and Ancillary Services; Equity and Human Rights Services; Accessibility at Western; and other appropriate organizations within the University community.

● Organize and execute at least two Accessibility Committee events per semester.

● Consult with the VP Student Support & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.

● Responsible for the recruitment, selection and management of a leadership team in partnership with the AVP Peer Programs.

● Maintain an active working relationship with the VP Student Support & Programming and AVP Peer Programs.

● Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.

● Adhere to USC bylaws, policies and procedures.
● Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.

● Asks for help with projects and tasks where needed.

● Complete an interim and final report 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.

● Consult and support the work of the Peer Support Network.

● Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

● All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.

● A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

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 leadership team 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.