

Accessibility Manager (Part-time, term)

As part of the Student Services department this position will give specific attention and focus to the needs of students with temporary or permanent disability. This position will require strengthening relationships between the Academic office and Student Services as well as providing administrative support .

SUPERVISORY FUNCTIONS:

This role has no supervisory functions.

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

A. Coordinate the Booth UC Accessibility Services Program

- Meet with students requesting academic accommodation through Accessibility Services and ensure their full understanding of the process for program registration and accommodation support provided.
- In accordance with policy, assess student needs based on documentation provided and approve relevant accommodations to support their needs.
- Communicate with instructors concerning approved accommodations, providing guidance and advocacy on appropriate measures for implementing accommodations when questions arise.
- Follow-up on specified tasks relevant to Accessibility Services, such as Volunteer Note Taker support or alternate format requests for textbooks.
- Coordinate transcription and ASL services for deaf and hard of hearing students.
- Stay informed of accessibility legislation and professional practice in accessibility services to ensure appropriate compliance with accessibility expectations. Maintain high level of service orientation and develop supports and processes that exceed general practice and create a learning environment in which students with disabilities can thrive.
- Lead meetings of the Accessibility Working Group on campus.
- Report to Dean of Students on any accessibility concerns as they arise.

B. Coordinate Data and Feedback processes for the Student Services Department

- In coordination with the Dean of Students develop and maintain policy and procedures considering Accreditation standards for Post Secondary Education.
- Develop and maintain data collection specific to student feedback, engagement and BoothUC policy and procedures
- Provide general administrative support.
- Invigilate exams as required.

QUALIFICATIONS

1. Required

- Undergraduate (Bachelor) degree in education or relevant social science field as well as a working knowledge of the Canadian Standards within Human Rights legislation and Accessibility legislation.
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College



BOOTH
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EDUCATION FOR A BETTER WORLD

- Ability to integrate your Christian faith within the workplace
- 3 years of related work experience (an acceptable combination of education and experience will be considered)
- Superior communication skills, both oral and written, and including demonstrated active listening skills
- Able to work in positive team-oriented manner with a variety of people
- Experience working with post-secondary students and/or adult learners
- Able to exercise discretion and judgement in sensitive and confidential matters
- Must be legally entitled to work in Canada

2. Assets (Preferred Qualifications)

- Knowledge of accessibility legislation and practice for accommodating students with disabilities
- Post-baccalaureate certification or degree in area related to disability studies, English as an additional language, or other education specialization.
- Proficient in Microsoft Office (Word, Excel, Outlook and PowerPoint),
- Strong organizational skills
- Ability to document and organize information from multiple sources

This is a part-time, term position with up to 20 hours per week. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca.

Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth University College is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World.** This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.