



EMPLOYMENT OPPORTUNITY

Competition #SA010-2024

Student Resource Coordinator, Accessibility Services

Permanent Full-Time Excluded Position
8:30am to 4:30pm / Monday to Friday
Grade 8 (\$72,008 to \$96,010 per annum)

Emily Carr University of Art + Design is a school of students, faculty, thinkers and makers unlike any other. Established in 1925, we are the only specialized, accredited, public, post-secondary university in British Columbia solely devoted to education and research in the creative sector and its associated knowledge economy. We merge research, critical theory and studio practice in an interdisciplinary environment, strengthening our work by the integration of our personal and professional practices. Our strategy, facilities, partnerships and resources are intentionally student-centred to foster dialogue, expression and open connections in support of the next generation of creative and cultural leaders.

The Student Resource Coordinator (SRC), Accessibility Services works as part of the Student Services team and is responsible for all facets of establishing, implementing, and facilitating academic accommodations and associated services in the teaching and learning environment to students with disabilities. The SRC meets with students and reviews medical documentation and determines eligibility for academic accommodations. The SRC works with faculty and staff to support them in implementing accommodations in the teaching and learning environment. The SRC provides leadership, support, and consultation to the university community regarding accessibility services, as well as liaising with external service providers.

Benefits of Joining the Emily Carr community:

- Enrollment in a comprehensive benefits package, including Dental Coverage, Extended Health, Disability Coverage and Life Insurance.
- Membership in the College Pension Plan.
- Competitive vacation and Professional Development benefits.

As the successful applicant, you should possess:

- Master's Degree in Special Education, Social Work, Counselling Psychology, Disability Justice, Disability Studies, or a related field.
- Minimum two (2) years of direct experience in providing accessibility services, such as intake, case management, academic accommodations, and educational support services to students with disabilities in a post-secondary setting.
- Or an equivalent combination of education and experience.
- Thorough knowledge of a broad range of disabilities, equity and diversity issues related to disabilities and available services and programs to assist students.
- Familiarity with best practices in the field of disability services, including knowledge of models of disability, inclusive educational design, and their application to higher education.
- Experience developing and delivering workshops and training pertaining to accessibility services, disability justice, and the field of disability services.
- Understanding of privacy legislation and risk management.
- Knowledge of assistive technology.
- Knowledge of the DSM IV or V and Mental Health Framework an asset.
- Proven ability to exercise sound judgment in determining reasonable and appropriate accommodations to students.
- Demonstrated ability to communicate clearly, effectively, and tactfully with students on sensitive and complex matters.
- Ability to respond and deal effectively with change and crisis situations.
- Ability to maintain confidentiality, privacy, and discretion when interacting with students and university community members regarding Accessibility services.
- Strong interpersonal skills that support effective working relationships with a diverse community of students, staff, faculty, and external partners.
- Ability to work independently and collaboratively as part of a team.
- Effective organization, attention to detail and time management skills with the ability to prioritize.
- Ability to evaluate a variety of medical documentation to determine students' eligibility for applicable academic accommodations.
- Ability to interpret and apply psychoeducational assessments.
- Ability to interpret and apply Human Rights legislation; Government, Agency and University policies, procedures and guidelines governing the provision of support services to students with disabilities in a post-secondary environment.
- Demonstrated commitment to justice, equity, diversity, inclusion, and reconciliation.

Typical Duties include:

- 1 Educates students about Accessibility Services and the steps involved in accessing services.
- 2 In collaboration with students, and following Human Rights legislation, Ministry guidelines and best practices, determines appropriate accommodations in line with functional limitations, verifying documentation, and essential learning requirements for courses.
- 3 Establishes, implements, and facilitates all facets of students' accommodations and associated services in the academic environment.
- 4 Consults with the Accessibility Services team on complex cases and medical documentation, as needed.
- 5 Works collaboratively with the Access + Operations Advisor, in providing systems and administrative support to Accessibility Services.

- 6 Provides consultation to faculty and staff in implementing accommodations in the teaching and learning environment.
- 7 Develops and delivers workshops and training to faculty and staff on Accessibility Services and the duty to accommodate.
- 8 Participates in data collection and analysis related to Accessibility Services area usage including maintaining statistics and database of clients and producing various reports.
- 9 Fosters a culture of Justice, Equity, Diversity, and Inclusion (JEDI) by remaining current in JEDI trends that impact their field of work and makes recommendations to the Manager, Student Accessibility Services for improvements in support of the ECU community, and the strategic goals of the University.
- 10 Keeps current with best practices in the field of accessibility.
- 11 Performs other duties as required.

To apply for this job, please visit <https://ecuad.peopleadmin.ca>. **Competition closes on Friday, 23 February 2024.**

Emily Carr University especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized. These include women, persons with diverse gender expressions and identities, persons of all sexual orientations, racialized persons, persons with disabilities, and First Nations, Metis, Inuit and Indigenous persons. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.