

Job Posting
Accessibility Assistant (Designated Assistant)
(Part-Time)

Description: The Accessibility Assistant will be responsible for supporting the SFSS Accessibility Advisory Committee on the implementation and evaluation of a new Accessibility Standard Policy. The Assistant will be further responsible for assisting the development of proposals, bookings, and administrative work related to accessibility.

This is a part time (up to 21 hours per week) Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) local 3338-5. This position is paid \$15.63 per hour.

The Simon Fraser Student Society is an equal opportunity employer. We encourage applications from disabled and neurodivergent people, particularly disabled black, indigenous, people of colour; disabled women; low-income disabled people; disabled parents; and disabled LGBTQ+ people.

Goal: The Accessibility Assistant serves as a focal point for requests from students with disabilities requiring assistance.

Working Relationship(s)/Role in Organizational Structure: The Accessibility Assistant takes direction from and reports to the SFSS Accessibility Advisory Committee through the SFSS VP Student Services.

Duties and Responsibilities:

1. Provide support to the SFSS Accessibility Advisory Committee, including supporting the development of the Accessibility Standard Policy. This includes researching and compiling accessibility-related resources for the Accessibility Standard Policy's appendices.
2. Help students secure the accommodation support they require to participate in campus activities. This includes but is not limited to booking accessibility services

for SFSS events, communicating with individual students about specific accessibility requests, advising student-led groups on accessibility practices.

3. Support the approval of SFSS accessibility grant applications.
4. Assist students with disabilities in completing SFSS accessibility grant applications.
5. Liaise with student groups, clubs, student unions, constituency groups (like SFU Disability and Neurodiversity Alliance), and others who are interested in supporting the needs of students with disabilities. This includes but is not limited to attending meetings, communicating by email, relaying information between groups.
6. Liaise with SFU offices that support students with disabilities, including the Centre for Accessible Learning. This includes but is not limited to attending meetings, communicating by email, relaying information between groups.
7. Meet regularly with students with disabilities to understand how the SFSS can best provide support.
8. Other administrative duties as directed by the VP Student Services.

Required Skills and Experience:

1. Education or experience in a relevant field, such as disability, education, and social justice.
2. At least 1-2 years' experience working in disability and accessibility services.
3. Excellent computer skills - Microsoft Office Suite.
4. Relationship building between different stakeholders.
5. Communication and interpersonal skills.
6. Knowledge regarding disability issues, such as universal design, assistive technologies, inclusive event planning, and disability justice.
7. Knowledge regarding social justice issues inclusive of disability, race, gender, sexual orientation, class, and other areas and intersections of marginalization and oppression.

Application

Checklist:

- Resume
- Cover letter (1-2 pgs)
- Required: Include an explanation of what accessibility means to you
- Optional: Include any accommodation requests for the interview

Apply with the button on this posting, or, if you would prefer, you may submit the requirements listed above by email to:

jobs@sfss.ca (Subject line: Accessibility Assistant Application)

Acceptable file formats include Microsoft Word documents or PDF files. Unreadable files will be ignored.

Application deadline: 12:00 p.m. (PST) on Monday, November 30, 2020

Only shortlisted candidates will be contacted. Only applicants who are selected for interviews will be contacted.

We can provide accommodations for interviews including ASL interpretation, CART, and different platforms (e.g. video conferencing, phone call, text-based options) for interviews.