

Accessibility Facilitator

Student Support Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Reporting to the Supervisor of Exam Accommodations, the Accessibility Facilitator will provide a variety of services to students with disabilities. The incumbent will assist Exam Accommodations staff in the day-to-day operations of the unit including registering students for exam accommodations, organizing and scheduling exams, and proctoring exams, while maintaining exam integrity and adhering to College policies. The incumbent will also assist in the processing of requests for alternate format print materials, including obtaining alternate formats from external sources and creating alternate formats in-house.

REQUIRED QUALIFICATIONS

- Diploma in a related discipline (e.g., Disability Studies, Business Administration). An equivalent combination of education and experience may be considered
- Several years of experience working directly with persons with disabilities and an understanding of disability issues in a post-secondary education setting
- Several years of general office administration experience
- Demonstrated ability to prioritize and handle a high volume and diverse workload with a high degree of organization, accuracy and attention to detail
- Strong problem solving skills and ability to react quickly and appropriately in stressful situations
- Excellent verbal and written communications skills
- Excellent interpersonal communication skills
- Proficient with MS Office Suite
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Direct experience working with adults with disabilities in a post-secondary environment
- Knowledge and understanding of assistive technology and alternate format production

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime

COMPETITION NUMBER

2019-023

CLOSING DATE

February 20, 2019

SALARY

\$42,668 - \$58,366 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

