

JOB DESCRIPTION

SOCIETY FOR STUDENTS WITH A DISABILITY (SSD) OFFICE COORDINATOR – **SOCIETY FOR STUDENTS WITH A DISABILITY** UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Office coordinator for the Society for Students with a Disability (SSD).

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the Society for Students with a Disability and the University of Victoria Students Society through the General Manager.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Acts as an advocate, support and resource for disabled students by working to empower people with disabilities.
2. Works to implement new programs and initiatives as directed by the SSD Council.
3. The Office Coordinator is responsible for the daily operations of the SSD office. The Office Coordinator supervises other SSD office staff, including work-study students.
4. Oversees the smooth running of the SSD office by assisting in the development of an SSD office procedure handbook, and following the same.
5. Assists in the maintenance of the SSD's website, social media accounts, and email listserve.
6. Establishes and maintains relationships with UVSS constituencies, university administrators, social justice organizations, disability organizations, and other key stakeholders on and off campus.
7. Organizes events relevant to UVic students with disabilities.
8. Assists students in the use of adaptive technology in the SSD Office.
9. Assists students with disabilities with advocacy, including by supporting students in meetings with professors, appeals, and human rights complaints. The Office Coordinator is responsible for being familiar with UVic policies, especially disability policies.
10. Develops an understanding of and sensitivity towards current disabilities issues.
11. Researches and applies for grants relevant to supporting SSD.
12. Assists the SSD Board in media relations.
13. Facilitates community activities for UVic students with disabilities, such as peer-support groups.
14. Assists students with disabilities in seeking the resources available on the UVic campus.
15. Is familiar with and abides by the policies of SSD and UVSS.
16. Is available to students with disabilities during office hours.
17. Performs other duties as assigned by the SSD Council and Chairperson.

QUALIFICATIONS:

1. Demonstrated commitment to disability advocacy, experience working for a disability organization, and knowledge of and sensitivity towards disability and disability issues.
2. Ability to work independently, organize, prioritize, and follow through on tasks.
3. Demonstrated communications and computer skills (Mac and PC), including the ability to use adaptive technology and assist clients in the use thereof.
4. Demonstrated ability to supervise office staff and direct the coordination a volunteer program.
5. Experience working within a non-profit organization is an asset.
6. A degree in one or more of the following: Law, Health Care, Psychology, Disability Management, Special Education, Social Work or equivalent combination of education and experience.
7. Experience with anti-violent communication and creation of safe spaces.
8. Ability to listen to disabled students' issues with empathy and understanding, and to assist them in

advocating for their needs.

9. Ability to communicate in English and to effectively use adaptive technology for communication.

10. Institutional knowledge of UVic and understanding of financial aid for students are assets.

11. Understanding of Non-Profit Organizations is an asset.

12. Willingness to understand a variety of communication styles.

13. Can demonstrate that they are anti-ableist and able to work respectfully and sensitively with persons with disabilities. Has experience working with persons with a disability.

14. Demonstrated ability to take instructions from persons with disabilities is essential.

This is a temporary job filled by a term employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

Preference will be given to a candidate with a disability.