



ACCESSIBILITY RESOURCE OFFICER

Classification: Planning & Program Analyst 1

Full-Time Regular Position

Location: The Pas, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Aboriginal learners and mature students.

The Position: The Accessibility Resource Officer (ARO) is responsible for providing guidance and relevant supports to UCN students who identify the need for accessible services and related accommodations. In consultation with the student and relevant internal and external resources, the ARO will identify the equipment or other accommodations required for students, and will ensure the identified accommodations are provided. The ARO will also develop a related procedures manual and will provide ongoing support to other staff who may work with students requiring accommodation. The ARO will provide group or individual remedial instruction in basic skills and will arrange for tutorial assistance as required. The ARO will assist students with specific assignments upon request.

Qualifications:

- Undergraduate degree in Education (with strong Math and writing skills) or undergraduate degree in Arts and Science (Psychology background preferred)
- Experience in the area of special education, learning strategies and assistive technologies
- Experience in workshop development and facilitation
- Previous experience working with Aboriginal and northern learners
- Excellent communication skills
- Effective interpersonal skills
- Strong organizational and time management skills
- Excellent thinking and leadership skills
- Demonstrated initiative and ability to work independently
- Self-management skills
- Excellent computer skills
- Ability to multi task and prioritize work
- Demonstrated ability to understand cultural influences and issues specific to aboriginal and adult learners in northern communities
- Personal experience and/or knowledge and understanding of the Aboriginal culture

Assets:

- The ability to speak an Aboriginal language
- Knowledge and experience using learning technologies

Conditions of Employment:

- Candidates must be legally entitled to work in Canada

Applicants must provide a cover letter, résumé and references with their application.

Applicants must demonstrate on their résumé how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Aboriginal candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Aboriginal people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 16-102
Closing Date: September 23, 2016
Salary Range: \$24.35 to \$33.20 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted
Application materials, including letters of reference, will be handled in accordance with the *Freedom of Information and Protection of Privacy Legislation* (Manitoba).
For more information and other employment opportunities, visit www.ucn.ca.