

WORK STUDY JOB POSTING

JOB TITLE: UVSS_SSD1 – Programs and Outreach Coordinator

DEPARTMENT NAME: University of Victoria Student's Society – Society for Students with a Disability

CONTACT NAME: SSD Chair

JOB DESCRIPTION:

The Society for Students with a Disability (SSD) is an official advocacy group of the University of Victoria Students' Society (UVSS). We are run by and represent the interests of students with disabilities. We aim to raise awareness of and remove barriers, ensuring that students have access to resources and supports, and to create inclusive safer spaces where students can relax, socialize and share their experiences.

The SSD is looking for an enthusiastic and well-organized person with excellent written and verbal communication skills to fulfill the role of Programs and Outreach Coordinator. They will work with SSD Council and the SSD staff to raise awareness of the SSD and the supports we offer. They will assist in organizing and facilitating activities, events and support groups through the direction of the Chair. They will also help coordinate and manage SSD volunteers, being involved in their recruitment, training and placement. They may also liaise with other university groups to organize collaborative events campus-wide. They will actively participate in a wide range of SSD activities and programming. Other duties may include supporting the SSD staff and SSD Council in maintaining the SSD office and assisting clients.

QUALIFICATIONS:

- Willingness to take instructions from persons with disabilities
- Excellent verbal and written communication skills and interpersonal skills
- Experience with event planning and volunteer management
- Public speaking and presentation skills
- Self-motivation and strong organizational and time-management skills
- Ability to work independently and as part of a team
- Awareness of and understanding of disability discourse and advocacy issues

- Having a disability is an asset

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

JOB LOCATION ON-CAMPUS: Student Union Building, SSD UVic, Office B111

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$ none

HOURS AVAILABLE: 100 hours

HOW TO APPLY:

Send cover letter and resume to ssdchair@uvic.ca