



Ryerson Students' Union

Job Posting: RyeACCESS Coordinators

The Ryerson Students' Union (RSU) is currently seeking candidates to assist with the overall delivery of the campaigns and events of RyeACCESS. The Coordinator is directly supervised by the Equity and Campaigns Organiser.

Positions Available:

- **Campaigns Coordinator:** One (1)
- **Volunteer and Community Engagement Coordinator:** One (1)
- **Programming Coordinator:** One (1)

Start Date: September 5th, 2019

End Date: April 26, 2020

Rate of Pay: \$15.00 per hour

Hours Per Week: 15 hours

Posting Date: August 21, 2019

Closing Date: August 28, 2019

These positions are open to students that qualify for the Career Boost (WorkStudy) Programme and the International Student Services Work Experience Program (ISSWEP). These positions are also open to Students who DO NOT qualify for either programme.

Criteria for Career Boost (WorkStudy)

- Applied and eligible to receive OSAP for FW 2019-20.
NOTE: Applicants do not have to take the OSAP loan. The OSAP application process is used to assess need. Applicants are encouraged to apply for OSAP to ascertain need as soon as possible.
- Returning to school as full-time in FW 2019-20.
- Have a minimum 1.67 CGPA with clear academic standing on their last grade report. Students cannot be on academic probation.
- Received Career Boost (Work Study) approval for FW 2019-20 year.

Criteria for ISSWEP

- Hold a valid study permit from Citizenship and Immigration Canada (CIC) authorizing their full-time study at Ryerson University.
- Be officially registered in a regular undergraduate program of study and taking at least 60% of a full course load each semester. Students with permanent disabilities must be enrolled in at least 40% of a full course load each semester.
- Have a minimum 1.67 CGPA with clear academic standing on their last grade report. Students cannot be on academic probation.
- Received ISSWEP approval for FW 2018-19 year.

Programming Coordinator

RESPONSIBILITIES:

- Plan and host events that address the needs, issues and concerns of students with disabilities and improving the awareness of accessibility issues and educational modules on concepts of madness, sanism, audism and ableism
- Create, plan and/or recruit monthly workshops for students with disabilities and allies such as Sexability, Cafe Nights and movie nights
- Develop fundraising strategies to maintain programs
- Assist in collaborations with on and off-campus community partnerships
- Coordinate logistics and registration for the RyeACCESS American Sign Language courses, and act as liaison with the course professors
- Along with the Equity & Campaigns Organizer, act as an advocate for and on behalf of students with disabilities in relevant campus and off-campus committees, organizing spaces and peer-to-peer support spaces
- Responsible to review & make recommendations to RyeACCESS policy & procedures
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment

Campaigns Coordinator

RESPONSIBILITIES:

- Plan and host campaigns that address the needs, issues and concerns of students with disabilities and improving the awareness of accessibility issues and educational modules on concepts such as but not limited to madness, sanism, audism and ableism.

- Chair and implement the decisions of the RyeACCESS Reclaiming Our Bodies & Minds Conference planning committee
- Assist in collaborations with on and off-campus community partnerships
- Responsible for updating the website with up-to-date information on RyeACCESS services, resources and campaigns, events, workshops and the RyeACCESS Conference
- Assist students with understanding service and advocacy provisions on campus, and act as the primary Coordinator to liaise with Student Learning Support and Access Ryerson
- Along with the Equity & Campaigns Organizer, act as an advocate for and on behalf of students with disabilities in relevant campus and off-campus committees, organizing spaces and peer-to-peer support spaces
- Responsible to review & make recommendations to RyeACCESS policy & procedures
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment

Volunteer and Community Engagement Coordinator.

RESPONSIBILITIES:

- Coordinates volunteer recruitment, orientation, training and retention
- Organizes the work of volunteers and their participation in events that promote the RyeACCESS
- Coordinates and chairs volunteer meetings
- Organizes outreach opportunities, including but not limited to tabling, class announcements, postering, etc
- Establishes relationships with other student-based groups and community organizations to develop a network of advocacy resources, event partners and collaborators
- Maintains and updates the community resource listings and seeks out new promotional information from on and off-campus community groups
- Coordinates and develop the RyeACCESS social media strategy
- Develop monthly newsletters for volunteers and community members
- Responsible for outreach and promotion of RyeACCESS
- Assists in updating the website with up-to-date information on RyeACCESS volunteer opportunities and community resources
- Assist in coordination of logistics and registration for the RyeACCESS American Sign Language courses, and act as liaison with the course professors
- Responsible to review & make recommendations to RyeACCESS policy & procedures

- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment

SUCCESSFUL CANDIDATES WILL POSSESS:

- Ability to overcome challenges and Coordinator a project from concept and planning through to successful execution
- Experience with community development, event planning and developing promotional material
- Can work independently with minimal supervision but is team oriented
- Ability to work with a diverse group of people
- Strong organizational skills
- Effective communication, both verbal and written
- Proven ability to work within deadlines and in an expedient manner
- Ability to motivate others and recruit volunteers
- Knowledge and understanding of Equity issues and creating inclusive spaces
- Must be a student at Ryerson University and returning to school full time in Fall 2019

Interested candidates should submit a resume and cover letter PRIOR TO August 28th, 2019

RyeACCESS Coordinator Hiring Committee
Ryerson Students' Union Email: jobs@rsuonline.ca
55 Gould Street, SCC 311 Fax: 416-979-5260
Toronto, Ontario M5B 1E9

(If sending a "soft-copy" of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

Who are we?

The Ryerson Students' Union represents over 36,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. As the central students' union on campus, the RSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system.

For more information on the Ryerson Students' Union, please check out our website at www.rsuonline.ca.

Note: The Ryerson Students' Union is an independently incorporated and autonomous from Ryerson University.

The Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Trans people and women.