STUDENT POSITION
COMMUNICATIONS ASSISTANT: WEB & ACCESSIBILITY

COMMUNITY ENGAGED SCHOLARSHIP INSTITUTE

The Community Engaged Scholarship Institute (CESI) is hiring a senior undergraduate or a graduate student to join our team as Communications Assistant, Web & Accessibility, for the Fall 2018 and Winter 2019 semesters. CESI is a research and teaching institute in the College of Social and Applied Human Sciences working in collaboration with community organizations to address community research needs. Our work enables university-community collaborations that positively impact our partners and the wider community.

Reporting to the Knowledge Mobilization Coordinator, the Communications Assistant will support CESI's online communications strategy. The student will work with CESI staff to review, edit and create website content and to ensure that our website is attractive and accessible.

Main Duties

- Work with CESI's Knowledge Mobilization Coordinator to administer the CESI website, including reviewing, editing and creating content, and working in the back-end to address issues.
- Develop and implement strategies to ensure that all online content complies with the requirements of the *Accessibility for Ontarians with Disabilities Act*. This may include working in Microsoft Word and Adobe Acrobat Pro to make required formatting adjustments to existing documents.
- Participate in researching and developing procedures to support the accessibility formatting of various products (e.g. presentations; infographics; videos).
- Review website structure and content, and make adjustments to improve consistency and ease of navigation.
- Consult with CESI staff to identify and curate new website content; write and post new website entries, as needed.

Number of hours of work will be between 5 and 7 hours weekly. The majority of the work could be done remotely. Pay will be based on the University of Guelph student rate range and commensurate with experience.

Required Skills and Experience

- Very strong attention to detail.
- Good writing and editing skills.
- Good knowledge of Microsoft Word and Adobe Acrobat Pro.
- Good judgment and problem-solving skills.
- Readiness to learn.
- Relevant experience, including in accessibility formatting, proofreading, or editing, is an asset.
- Interest in creative approaches to document design, style, and accessibility is an asset.

Training will be provided to the selected candidate. The position is open to students from across the University of Guelph.

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Application Package
- Curriculum Vitae (CV)
- Cover letter describing your interest in this position
- 2 references (including one academic reference)

Application Deadline: Please submit the application package **by 8:00 am on Monday, September 17, 2018.**

Please send your application to:
Caroline Duvieusart-Déry, Knowledge Mobilization Coordinator
Community Engaged Scholarship Institute
cduvieus@uoguelph.ca

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