CESI Student Position
Accessibility Assistant

The [Community Engaged Scholarship Institute](#) (CESI) is hiring a student to join our team as Accessibility Assistant for the Fall 2022 semester onwards. CESI is a research and teaching support unit 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 Research Project Assistant, the Accessibility Assistant will support CESI's ongoing accessibility formatting activities. The student will work with CESI staff to ensure that all CESI content (reports, infographics, website, etc.) is as accessible as possible in compliance with the *Accessibility for Ontarians with Disabilities Act.*

Main Duties

- Work with CESI's Research Project Assistant to format and/or remediate a range of documents (reports, summaries, infographics, etc.) to ensure optimum digital accessibility. This includes working in Microsoft Word and Adobe Acrobat Pro to make required formatting adjustments to existing documents.
- Develop and implement strategies and procedures to ensure that all online content complies with the requirements of the *Accessibility for Ontarians with Disabilities Act*.

Hours of work will be between 5 and 7 hours per from October 2022 until August 2023, with possibility of extension. It is anticipated that most work will be done remotely with possibility of in-person work, in keeping with public health considerations. This position pays $25/hour.

Required Skills and Experience

- Excellent knowledge of Microsoft Word and Adobe Acrobat Pro.
- Relevant experience in digital accessibility and creating accessible documents.
- Very strong attention to detail.
- Good organizational and project management skills.
- Good judgment and problem-solving skills.
- Readiness to learn.

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Additional Skills and Experience (Assets)

- Experience related to community or stakeholder engagement, organization, and/or animation.
- Working knowledge of Drupal.

Training will be provided to the selected candidate. The position is open to students from across the University of Guelph. The incumbent must currently be registered as a student.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. We invite and encourage applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our institution. At CESI, we are working to create a working and learning culture that is informed by and committee to anti-oppressive practices.

Application Package

- Short cover letter describing your skills, experience, and interest in this position (max. 1 page)
- Curriculum Vitae (CV)

To apply: Please submit your application package via email to cesi@uoguelph.ca by 11:59pm on Sunday, September 18, 2022. Please clearly state which position(s) you are applying for in the email subject line.

Interviews will be held online between September 21st and October 17th, 2022.