CESI Student Position
Accessibility Assistant

The Community Engaged Scholarship Institute (CESI) is hiring a student to join our team as Accessibility Assistant. 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 content on the CESI website, particularly the Community Engaged Teaching and Learning database, 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 remediate an existing collection of documents 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 to ensure that all online content complies with the requirements of the *Accessibility for Ontarians with Disabilities Act*.

Hours of work will be an average of 10 hours per week for approximately 8 weeks, from March 1, 2021 to April 30, 2021. All work will be done remotely. Pay will be based on the University of Guelph student rate range and commensurate with experience. The incumbent must currently be registered as a student at the University of Guelph.

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.

UNIVERSITY of GUELPH

COMMUNITY ENGAGED
SCHOLARSHIP INSTITUTE

cesinstitute.ca

Additional Skills and Experience (Assets)

- Experience related to community or stakeholder engagement, organization, and/or animation.

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

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.

Application Package

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

Application Deadline: Please submit your application package by Wednesday, February 17

Interviews will be held the week of February 23, 2021

Send your application package to the attention of:

Kendra Schnarr
Research Project Assistant
Community Engaged Scholarship Institute
cesi@uoguelph.ca