Position Title: **Assistive Technology and Notetaking Coordinator** (Accessible Education)

Position Summary:

Accessible Education (AE) provides supports and services to students with disabilities at Western, in all programs and faculties.

The AE team co-ordinates Assistive Technology and Notetaking services, to aid registered students who are eligible for assistive technology and/or notetaking accommodations to support their disability. The Assistive Technology support service arranges alternative formats, equipment loans, and/or assistive technology aid for AE students, including instructional sessions and equipment set-up. The volunteer notetaking program enables volunteer notetakers to sign up to take lecture notes and anonymously share their notes with AE students through a notetaking platform.

As an Assistive Technology and Notetaking Coordinator, you will provide assistive technology supports and oversee the work of volunteer notetakers throughout the academic year. You will be expected to engage in training, meet with students, attend team meetings, and support initiatives throughout the year.

Assistive Technology and Notetaking Coordinators will be supported and supervised by the AE Programming Coordinator or designate to ensure that coordinators are well-equipped to effectively help students and fulfill day-to-day operations.

What will you gain from this role?
- Active role in eliminating barriers to accessibility at Western.
- Enhanced communication, collaboration, time management, and problem-solving skills.
- Meaningful connections and contributions to a caring community.
- Awareness and sensitivity in issues faced by persons with disabilities.
- Personal enrichment and growth.
- Ongoing professional development.
- Recognition through Western's Co-curricular Record.

Key Responsibilities:
- Aid with the conversion of printed materials to alternative formats, including audio or electronic versions.
- Provide training in the use and integration of assistive technology.
- Co-ordinate equipment loans.
- Assist with recruiting volunteer notetakers through numerous initiatives.
- Maintain a database of information relevant to the volunteer notetaker program.
- Oversee and advise volunteer notetakers to ensure the consistency and quality of uploaded lecture notes.
- Perform other assigned tasks to the best of your ability.
- Attend training sessions, team meetings, progress reviews, and workshops, when needed.
- Discuss any questions, difficulties, or concerns with supervisors.
- Respect differences of gender, ethnic, origin, race, religious affiliation, sexual orientation, and those with disabilities.

What kind of candidate are we looking for?

- Empathy and helping skills.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Ability to actively listen, problem solve and provide constructive feedback.
- Excellent time management and organizational skills.
- Keen interest in developing personal leadership and teaching skills.

Position Requirements:

- Enrolled as a Western undergraduate or graduate student.
- Willingness to accompany students to their class to aid with the implementation of assistive technology, as needed.
- Open to learning about and engaging with individuals from diverse backgrounds.
- Fulfill training requirements and commit to weekly hours.

Position Requirements - *Preferred*:

- Familiarity or experience with AE is an asset.
- Familiarity with assistive technology, such as Kurzweil, Smart Pens, and CCTV's.

Position Specifics:

Term Length:

- Fall/Winter terms, September 8, 2026 - April 30, 2027 (training roles out in August)

Time Commitment:

- Approximately 10 to 15 hours of AE training in advance of being assigned tasks.
- Up to 5 hours per week in the academic school year.

WESTERN PEER LEADER (WPL) TRAINING:

- Complete Human Resources Training:
  - WHMIS
  - Health & Safety
  - Safe Campus
  - AODA
- Complete WPL Fundamental Training:
  - Boundaries E-Learning Module
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

** Trainings subject to change

Reports to:
Assistive Technologist.
Accessibility Programming Coordinator or designate.

Application Method:
Login to Western Connect, and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the *Working at Western* website).

Western Values Diversity:
The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at shona.casserly@uwo.ca or phone 519.661.1111 (89081).