



EMPLOYMENT OPPORTUNITY

AccessAbility Assistant

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

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| Title: | AccessAbility Assistant |
| Reporting to: | Associate Dean, Student Success |
| Classification: | Administrative Support Agent, Class I |
| Category: | Support Staff |
| Status: | Permanent, full-time |
| Working Hours: | Weekdays, 35 hours (Flexible schedule to ensure department coverage) |
| Annual Salary: | \$40,695.20 to \$45,500.00 |
| Start Date: | As soon as possible |

NATURE AND SCOPE

Under the authority of the Associate Dean, Student Success, the AccessAbility Assistant is the first contact for students and faculty at the AccessAbility Centre and is responsible for optimizing the use of facilities, organizing and supervising testing at the Centre and coordinating note-taking and other accommodations and support measures for students with special needs.

RESPONSIBILITIES

- Assists the AccessAbility Technician and the Adapted Services Counsellor in communicating with families and students registered with the Centre
- Invigilates, coordinates and provides administrative support for testing accommodations
- Supports the AccessAbility Technician in the use of computers or software by students
- Acts as a scribe or reader for students, as required
- Assists the AccessAbility Technician and the Adapted Services Counsellor in administrative matters pertaining to provision of services to students (i.e. updating records and the database as needed)
- Coordinates the Note-taker service
- Supports the Peer Tutoring service and other academic student support services
- Fulfills other duties as required



PROFESSIONAL ATTRIBUTES

- People-oriented and able to maintain a high level of confidentiality
- Good organizational skills
- Positive demeanour and ability to interact with diverse groups and individuals
- Demonstrated ability to work effectively in a team
- Good judgment and crisis management abilities

QUALIFICATIONS

- Diploma of Vocational Studies (DEP) in an appropriate specialty or a High School Diploma (DES)
- Strong verbal and written communication skills in English and French (testing may be required)
- Computer literacy and proficiency with Microsoft Office software (testing may be required)
- Knowledge of Clara is an asset

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please send us your CV before March 29, 2023 to careers@marianopolis.edu.