

Memorandum of Agreement

Re: Amended Job Title and Description

The Parties agree that the job description for the Student Accessibility Coordinator replace^s the Student Disabilities Services Coordinator job description to accurately reflect the job responsibilities.

Date: September 29, 2016

Michelle Magnusson

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Doug Ronsy

For BUFA

Sharon Hooper

For Brandon University

Student Accessibility Coordinator

Position Description

This position is responsible to the Associate Vice President (Student Services and Enrolment Management) and University Registrar. The position may include duties as follows:

- a) reviews documentation, conducts interviews and determines eligibility for accommodations and supports for students with disabilities
- b) identifies and implements effective and reasonable accommodations and supports for students with disabilities, according to established policies, guidelines and best practices
- c) communicates with faculty regarding the implementation of accommodations and supports for students with disabilities
- d) provides assistance with grant applications from government and other external agencies for services and supports for students with disabilities
- e) reviews relevant legislation and its application to post-secondary sector; assists with policy development and revision as needed
- f) research and development of new initiatives and partnerships with external agencies
- g) provides direct support services to students with disabilities, including learning assistance and training with assistive technology
- h) collaborates with the University community to promote increased awareness of Accessibility
- i) maintains confidential files and records of activities
- j) performs such other appropriate duties as may be assigned by the Associate Vice President (Student Services and Enrolment Management) and University Registrar through consultation with the incumbent.