



Accessible Postsecondary Education Standards Senior Project Coordinator

Representing the collective interests of Ontario's publicly assisted universities, the [Council of Ontario Universities \(COU\)](#), promotes higher education in Ontario through analysis and policy development, advocacy, and communications.

In April 2022, the Ontario government published a report with recommendations for [Postsecondary Education \(PSE\) Standards](#) under the Accessibility for Ontarians with Disabilities Act (AODA), 2005. These standards aim to identify, remove, and prevent accessibility gaps and barriers in postsecondary education. Reporting to the Director, Accountability and Finance, Policy and Strategy Unit, and working with other members of the Public Affairs and Policy and Strategy units, the Accessible PSE Senior Project Coordinator supports the activities and interests of COU, its affiliates, task forces, committees, and the COU Senior Leadership Team.

The Accessible PSE Standards Senior Project Coordinator helps support capacity and readiness for compliance in the university sector for the new [Postsecondary Education Standards](#) under the AODA. This will include project management, research and analysis to ensure central resources are developed for the sector to support sector-wide implementation of the Standards.

While previous experience working in the area of accessibility and/or policy in the postsecondary education sector would be a considerable asset, it is not a requirement for this position.

This is an 18-month contract position, starting in September 2023. We offer a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District. The hiring salary range for this position is \$65,277-\$77,462/year plus benefits package (remuneration commensurate to relevant skills and experience).

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. All applicants who meet the requirements below are encouraged to apply.

COU is currently operating as a hybrid workplace.

Responsibilities:

- Develop and support project/work plans to help the sector leverage existing resources, and the development of new resources, to support the sector's implementation of the new PSE Standards.
- Support the work of (prepare meeting agendas, notes and responses to member inquiries) relevant COU committees and task forces.
- Provide research, policy and analytical support; this will specifically include an environmental scan of existing websites, resources and other relevant materials.
- Prepare briefs, papers, reports and presentations.

- Participate at various business meetings.
- Investigate policy and programmatic issues that arise through the course of the project.
- Develop and maintain excellent working relationships with relevant stakeholders, including COU colleagues, members, committees and task forces.

Education and Experience:

- Bachelor's degree or a combination of relevant experience and/or education
- Project management and planning experience
- Experience effectively and strategically supporting committees
- Experience in research and analysis, with emphasis on qualitative and quantitative, demonstrated ability to gather, synthesize, evaluate and interpret information from diverse sources
- Previous experience working with the Accessibility for Ontarians with Disabilities Act (AODA) and/or the university sector would be considered a strong asset.

Key Skills:

- Ability to proactively develop and maintain effective working relationships with member institutions and other stakeholders
- Strong analytical and conceptual skills, with an ability to apply creative and critical thinking to research and analysis
- Professional manner; ability to exercise tact, discretion and judgment at all times; experienced in dealing with people at all organizational levels
- Proven ability to work in a fast-paced environment, adaptable, flexible and responsive to change
- Excellent verbal communication skills
- Excellent written communication skills with ability to write a variety of documents, such as briefing materials, reports and other
- Excellent attention to detail
- Demonstrated ability to self-organize and follow through on tasks
- Ability to assume responsibility and to work independently, prioritizing and exercising sound judgement on sensitive matters
- Experience working with Word, Excel, PowerPoint and Outlook
- Technical skills/ability to work in applications like WordPress and Sharepoint are an asset
- Ability to communicate in both French/English would be an asset.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position to psrecruit@cou.ca.

Application Deadline: 5:00pm EST September 16, 2023.

COU is committed to equity, diversity, and inclusion and supports equal opportunity for all employees. We welcome applications from qualified individuals of diverse backgrounds and encourage applications from those identifying with equity-deserving groups. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to achieving our goals and strengthening our mission. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.

Land Acknowledgement:

The sacred land on which COU operates has been a site of human activity for 15,000 years. This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory was the subject of the *Dish With One Spoon Wampum Belt Covenant*, an agreement between the Iroquois Confederacy and the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes.

Today, the meeting place of Toronto is still the home to many indigenous people from across Turtle Island and we are grateful to have the opportunity to work in the community, on this territory.

This statement was developed by the Elders Circle (Council of Aboriginal Initiatives). It was last revised November 6, 2014.