

MOUNT ALLISON UNIVERSITY

Position Posting

Position Title: Coordinator	Position # 2514
Department: Meighen Centre	Classification: Admin Level 7
Supervisor's Title: Director, Meighen Centre	Posting Date: February 17, 2012
Position Summary: <p>The Meighen Centre for Learning Assistance and Research offers comprehensive support services to approximately 85 postsecondary students with well-documented specific learning disabilities. Reporting to the Director, the Coordinator is responsible for the ongoing, day-to-day operation of the Centre including the supervision of both the Tests and Examinations Coordinator and the Peer Tutor/Note taker Coordinator. Among the Coordinator's duties are: responsibility for all Centre budgets, student intake, selection, use and training in relation to assistive technology and determining accommodations and academic planning based upon review of psycho-educational assessments. The successful candidate will be able to provide training in learning disabilities to faculty and other groups both on and off campus.</p> <p>Candidates for this position will require a Master's Degree in Psychology, Education or related discipline with both educational and practical experience specific to postsecondary students with learning disabilities. Well-developed organizational skills, strong leadership skills and extensive budgeting experience are required. The candidate must be able to work equally well in both PC and Mac platforms. Experience in evaluating and making decisions from psycho-educational assessments is required. Ability to communicate in both official languages will be considered an asset.</p> <p>*Please refer to section B for the required Qualifications, Education and Skills</p>	
Hours of Work: This is a full-time, continuing 10-month sessional appointment.	
If you are interested in the challenges and opportunities that this position has to offer, please forward your application on or before March 2, 2012 to: Human Resources Department, Mount Allison University, 65 York Street, Sackville, NB E4L 1E4, (506) 364-2385, Email: hr@mta.ca	

Position Description

A. Position Responsibilities

Administration

- Coordinate all systems and processes of the Meighen Centre
- Be responsible for selection and use of assistive technology and the training of students and staff in its use.
- Maintain comprehensive case notes for student files.

- Assume responsibility for the ongoing, day-to-day operations of the Centre
- Oversee the Test and Exam Coordinator, and the Peer Tutor and Note Taker Coordinator.
- Assume responsibility for and maintain Centre budgets and prepare financial reports for the appropriate funding bodies.
- Develop and monitor staff employment contracts and liaise with Human Resources and Financial Services.
- Research and recommend the purchase of supplies, adaptive software and equipment.
- Provide disability awareness training to faculty and support staff
- Provide appropriate academic accommodation awareness training to faculty and support staff
- Develop promotional materials about the Meighen Centre and its programs
- Participate in orientations, open house, other recruiting events, and campus committees
- Keep up-to-date with disability-related funding sources and processes, especially Canada Student Grants and Canada Student Loans

Student Assessment & Provision of Academic Accommodation

- Evaluate confidential psycho-educational assessments and make decisions about reasonable and appropriate disability-related academic accommodations and services.
- Develop Accommodation Plans with students and complete staff referral sheets for students' files
- Interview students with disabilities and be responsible for intake to the Meighen Centre.
- Perform and interpret screening interviews and refer students for external psycho-educational assessments as required
- Maintain appropriate case notes in the student records
- Counsel students on self-advocacy skills
- Maintain an awareness of Academic Advising, Counseling and other services available through Student Life for Meighen Centre students
- Provide first level advising within the context of disabilities for students and refer when appropriate
- Provide course-planning services and assist students with learning disabilities with their degree audit

Student Recruitment & Retention

- Develop Meighen Centre promotional materials for student recruiting in conjunction with Recruitment and Admissions
- Meet, advise and inform prospective Meighen Centre students and their families and help them prepare for attending Mt A
- Facilitate student, parent and general public tours of the Meighen Centre
- Liaise with programs at Mount Allison to facilitate access for students with learning disabilities

Establish and Maintain External Community Relationships

- Work closely with the University Financial Aid Coordinator and all Student Financial Aid Branches and their staff across Canada
- Maintain information on student funding regulations
- Network with other professionals in post-secondary institutions and disability community organizations relating to post-secondary education and students with learning disabilities.
- Plan and conduct workshops on learning disabilities and program planning for students with learning disabilities to interested groups both inside and outside the University community, as requested

B. Qualifications

- Master's Degree in Psychology or Education or related discipline with both educational and practical experience specific to students with learning disabilities at the post-secondary level. Ability to communicate in both official languages is an asset
- Experience in evaluating and making decisions from psycho-educational assessments
- Proven ability to develop, maintain and work with multiple budgets is a must
- Excellent computer skills in both a Mac and PC environment is required, along with the ability to recommend appropriate assistive technology to students with learning disabilities based on their specific needs
- Ability to perform and interpret LD screening interviews and questionnaires
- Knowledge of the university experience for students with learning disabilities and other accessibility issues
- Sensitivity to the specific disability-related needs of students with learning disabilities as well as to the concerns and best interests of all students.
- Understanding of the attitudinal barriers encountered by students with learning disabilities in obtaining a post-secondary education
- Familiarity with internal and external resources specific to accessibility and students with learning disabilities
- Demonstrated independent administrative ability, with proven organizational skills is required (minimum of 3 years relevant experience).
- Ability to make independent and consistent judgments and decisions and to respond effectively in crisis situations with tact and diplomacy
- Highly developed organizational skills and written and oral communication skills.
- Thorough knowledge of all Mount Allison degree programs and graduation requirements.
- Must have a high level of personal and professional integrity.
- Must be able to maintain a high level of confidentiality with student information