

Accessibility & Facility Management Assistant, Sadleir House Facility

The successful candidate will work to develop and implement practices that increase accessibility to the facility and its services. All Sadleir House staff are expected to aid in the general maintenance and day-to-day upkeep of the facility.

Specific task will include:

- Assist the Steward of the building with the development of a physical accessibility plan through researching accessibility issues, as well as consulting user and expert groups;
- Conduct research on funding opportunities related to implementation of accessibility projects and aid with potential applications to these funding programmes;
- Aid with the creation of a student digital archive; focussing on the community newspaper *Arthur* but also including other student made publications. This is an effort to increase access to information through the Sadleir House Library, paying particular attention to accessibility standards and alternative methods of access; and,
- Assist with the development and revision of policies with an eye to improving accessibility.

Eligibility:

- Must be between 15 and 30 years of age;
- Must have been registered as a full-time student during 2006/07;
- Must be intending to return to school full-time in September 2007;
- Must be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- SmartServe training an asset but will be provided otherwise;
- Web Page design skills an asset but not required;
- Publication design skills an asset but not required.

Term: April/May 2007 - August 2007

Application Deadline:

Monday April 16th, 2007 by 5:00pm

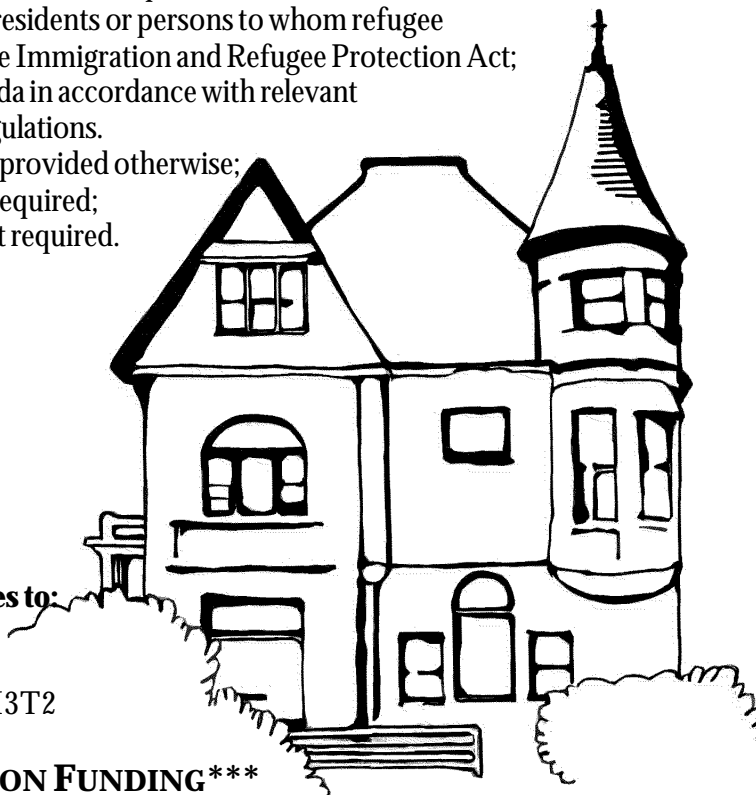
Wage: \$10/hour, 30 hours/week

**Please Submit Resume, Cover Letter,
and the Names of at least two References to:**

Dwayne Collins, Steward
Sadleir House
751 George St. N., Peterborough, ONK9H3T2

*****THIS JOB IS CONDITIONAL UPON FUNDING*****

We appreciate all applications but only those selected for an interview will be contacted



Employment Opportunity