

# JOB DESCRIPTION

## Student Rights and Empowerment Coordinator



<b>Job Title:</b>	Student Rights and Empowerment Coordinator	<b>Job Category:</b>	UWSA Coordinator
<b>Department/Group:</b>	University of Windsor Students' Alliance (UWSA)	<b>Reports to:</b>	Vice President Student Advocacy (VPSA) – Yufei Qin
<b>Location:</b>	Temporarily working remotely with eventual return to the UWSA office (CAW Student Centre)		
<b>Level/Salary Range:</b>	Hourly	<b>Position Type:</b>	Part Time
<b>Internal posting URL:</b>	<a href="http://uwsa.ca/about/uwsa-opportunities/">uwsa.ca/about/uwsa-opportunities/</a>	<b>Travel required:</b>	No

### Applications Accepted By Email Only

E-mail: [uwsa@uwindsor.ca](mailto:uwsa@uwindsor.ca) - Please make subject line “SREO Job Application”

**Deadline for applications: Tuesday, October 12 at 9am**

[www.uwsa.ca/about/uwsa-opportunities/](http://www.uwsa.ca/about/uwsa-opportunities/)

### ROLE

Reporting to the Vice-President Student Advocacy (VPSA), the Student Rights and Empowerment Coordinator will be responsible for coordinating the establishment of the UWSA’s Student Rights and Empowerment Office (SREO). The SREO will conduct proactive outreach to UWSA members on their rights in dealing with the University of Windsor and the wider post-secondary environment. The SREO will also coordinate advocacy on behalf of UWSA members, including case intake and case management.

### DUTIES AND RESPONSIBILITIES

- Manage the operations of the SREO, including budgeting, marketing and promotion, information provision, supplies and resources.
- Conduct research to establish recommended protocols and procedures for the SREO’s operations.
- Conduct outreach with UWSA members to identify and determine what specific needs and gaps the SREO will fulfil.
- Maintain constructive relationships with the campus community, partners and stakeholders.
- Work with the Vice President Student Advocacy to create and promote regular educational awareness campaigns for advocacy campaigns in the university environment.

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- Serve as a resource for students seeking information on their rights when dealing with the University, including but not limited to Non-Academic Misconduct, Academic Misconduct, Accessibility, Human Rights, and other interactions.
- Maintain statistical records on service usage, as defined by the VPSA.
- Demonstrates ability to maintain confidentiality in case management.
- Fulfill any other duties as assigned by the VPSA.

### ACCOUNTABILITIES

- Prepare and propose operating procedures for the SREO.
- Collect and analyze data pertaining to the student body's needs for the SREO.
- All other tasks necessary to establish and support the SREO.

### REQUIRED QUALIFICATIONS

- Pursuing or completed a Master in Social Work or similar discipline.
- Experience interacting with students in the post-secondary education environment.
- Have a strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces.
- Strong analytical, problem solving, time management and organizational skills.
- Strong verbal and written communication skills.
- Strong administrative skills.
- Ability to work independently and in a team environment.
- Have a general knowledge of the UWSA and the University of Windsor's functioning as an institution.

### PREFERRED QUALIFICATIONS

- Strong understanding of University by-laws, policies and procedures as they relate to student rights and responsibilities.
- Experience advocating for the rights of peers or clients.
- Experience in case management in professional settings (e.g. social work, legal, health care, etc.)

### WORKING CONDITIONS

- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges.
- Will be working remotely and in person, as required by job requirements.

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**The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage applications from those that self-identify as members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.**

**Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position.**

**The UWSA is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in our recruitment process, please let us know in your application email, and your request for accommodation will be handled confidentially. Accommodation may be provided in all steps of the recruitment process.**