SAS Intake Advisor

Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

SAS Intake Advisor

Accessibility Services, Student Wellness, Student Affairs

Temporary full-time from August 12, 2019 to May 29, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0424

Please read the Application Instructions [1] before applying

Reporting to the Manager of Student Accessibility Services (SAS), this position support students who are seeking academic accommodation for disability-related reasons with a focus on those who are coming forward for the first time. As a first point of contact with SAS the Intake Advisor frequently works with students who are experiencing academic difficulties and who are struggling to come to terms with why they are not achieving success. This role also includes explaining policy and procedures to students and their families.

The Intake Advisor administers the screening and assessment process for learning disabilities and ADHD, and performs preliminary assessments of the student’s disability-related needs in an academic context. They also triage clients based on urgency, facilitate access to further assessments by psychologists in the community, and provide interim academic accommodations. The Intake Advisor maintains a small caseload and negotiates accommodations with faculty, students, and other university personnel.

The Intake Advisor also uses professional expertise to analyze psychoeducational assessment reports. In situations where the assessment is insufficient, the Intake Advisor is expected to reach out to the health care professional and/or the student for clarification. Similarly, when there is no evidence of a disability the Intake Advisor helps the student to identify alternate avenues for seeking assistance rather than registering for accommodation.

The Intake Advisor is responsible for balancing the competing demands of protecting the integrity of academic programs while also ensuring the University fulfills its duty to accommodate under the Ontario Human Rights Code. Finally, this position facilitates access to financial assistance through a range of sources and engages in problem solving to ensure financial concerns do not create barriers to accessing accommodations.

Requirements of the position include: an undergraduate degree in a related field, along with a minimum of three years experience working with students with all types of disabilities; excellent counselling, conflict resolution and negotiation skills; thorough understanding of psychoeducational assessments; robust understanding of academic policy and procedures; and in-depth knowledge of the OHRC Policy on Accessible Education for Students with Disabilities. A master’s degree in psychology, education or a related field is preferred.

Covering Position Number 534-020
Classification P04*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our
Institution.

Posting Date: 2019 07 29
Closing Date: 2019 08 06

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/sas-intake-advisor

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[2] https://www.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%202017%20-%20April%2030%202020_13.pdf