

<b>Job Title</b>	Coordinator, Inclusive Post-Secondary Education at Ambrose University
<b>Reports to</b>	Regional Coordinator, Inclusive Post-Secondary Education

**Inclusion Alberta**, as a family advocacy organization, is committed to providing individuals with intellectual disabilities and their families with personalized advocacy that contributes to a meaningful and inclusive life.

Inclusion Alberta is recognized as the world leader in inclusive post-secondary education and requires an Inclusive Post-Secondary Education Coordinator with the appropriate leadership skills and talents. Inclusion Alberta Post-Secondary Education Coordinators require the ability to provide leadership and assist students to receive a quality university education, make contributions to the campus community, find meaningful employment, and lead fully inclusive lives.

This position will be responsible, under the direction of a Regional Coordinator, in overseeing the **Ambrose University initiative** to ensure the continued provision and enhancement of inclusive post-secondary education opportunities as outlined in Measuring Quality in Post-Secondary Inclusive Education document. The coordinator will lead this established and successful initiative to further enhance the inclusion of students with intellectual disabilities in all aspects of academic and campus life within the university and broader community.

**Duties and Responsibilities:** *This list is not conclusive; it is intended to summarize the primary duties and responsibilities. Staff may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Facilitate meaningful student participation in a wide range of classes; for example, help students prepare so they contribute to class discussions and coursework, meaningfully participate in group assignments, demonstrate their learning in thoughtful ways, etc.
- Facilitate relationships amongst classmates by helping the student with an intellectual disability participate in a variety of learning activities, campus activities, events, clubs, associations, (such as intramurals, orientation events, etc.)
- Provide necessary personal care so students can be fully present and contributing on campus and in the community.
- Help student contribute to and benefit from all aspects of campus life and in the Calgary community.

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- Collaborate with faculty, post-secondary staff, and students' families to support students' full engagement and active membership in their specified program of study, the university, and community at large.
- Provide support to faculty members and instructors to develop individualized course expectations, academic modifications, and teaching adaptations to support student learning, engagement, and relationships with classmates.
- Network and collaborate with faculty members, business owners, managers, employers, and other community members to develop job and career opportunities in the students' chosen field of study.
- Support students, employers, & co-workers on job sites to ensure positive employment experiences for everyone involved.
- Thoughtfully strengthen and foster community capacity for meaningful inclusion of people with intellectual disabilities.
- Actively collaborate with and positively support Inclusion Alberta team members.
- Regularly & actively engage in critical reflection and dialogue (both individually and as a team member) about inclusion.
- Thoughtfully and effectively mentor and supervise team members.

## **Qualifications:**

- Deep & abiding commitment to inclusion (as demonstrated by one's experiences & contributions to community)
- Experience with Inclusive Post-Secondary Education, and/or community development and/or inclusion
- Excellent communication, interpersonal, collaborative, networking, and organizational skills are required.
- Dedicated learner, reflective practitioner, and committed to one's professional development.
- Astute critical thinking skills and problem-solving abilities.
- Can work effectively both independently and collaboratively.
- Comfortable with public speaking and community development (approaching new people).
- Regularly and quickly prepare written reports for multiple audiences.
- Hours of work are primarily during the day but may require some evenings & weekends & do require some flexibility.
- Current criminal record clearance and personal vehicle is required

## **Working Conditions:**

This position is full-time will be located in the Calgary Area. The position is permanent with a salary commensurate with experience. Only candidates selected for interviews will be contacted. Competition closes when a suitable candidate is found.

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Inclusion Alberta employees working out of Ambrose University agree to uphold and sign the University's Statement of Faith upon initial appointment and to conduct their work in accordance with it.

Please forward your resume and cover letter as one file in PDF format with the subject line "Coordinator application – Ambrose University" to Kristina Nelson, Regional Coordinator of Inclusive Post-Secondary Education, at [knelson@inclusionAlberta.org](mailto:knelson@inclusionAlberta.org).

*Inclusion Alberta is committed to being a welcoming, inclusive, diverse, respectful, and equitable workplace. We welcome applications from all qualified persons, and encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of all sexual orientations, gender identities and gender expressions to apply.*