

**Posting #25-101CU**

## **Access Specialist Access Resource Centre Term, Part-time (16.5 hours per week) (October 2025 to April 2026)**

### **Purpose**

Reporting to the Manager, Student Health and Wellness, the Access Specialist is responsible for providing support to the Access Resource Centre (ARC) by assisting current and incoming students with documented disabilities to gain access to University of Northern British Columbia (UNBC). The Access Specialist promotes and intentionally creates a safe and accessible learning environment for the diverse and complex student population the Centre serves.

### **Responsibilities**

The University is looking for a candidate who is excited about the opportunity to actively support students with a wide variety of disabilities at UNBC. The Specialist is responsible for facilitating intakes, orientations, and referrals for students with disabilities and assisting ARC students with grant and funding applications, liaising with associated government agencies as needed. The Specialist must ensure a high level of quality and professionalism for service areas including assistive technology, alternate format, intake, and general inquiries or interactions. The Access Specialist, as part of the ARC staff, supports accommodations for students with disabilities.

The duties of this position include but are not limited to the following:

- Conducting intake interviews with incoming students with disabilities and assessing disability-related documentation, orienting students to disability policy and ARC procedures, and referring students for further assessment as needed;
- Liaising with the Coordinator to administer confidential disability-related services and course accommodation to students registered with the Access Resource Centre;
- Liaising with faculty and other UNBC staff as needed to facilitate access and accommodation, engaging in conflict resolution and collaboration with students with disabilities, faculty, service providers, and external provincial funders and related Ministries;
- Staying abreast of the scientific literature and techniques regarding disabilities (i.e. learning styles, teaching methods, assistive technology, Universal Instructional Design);
- Troubleshooting and creative problem solving regarding unique accommodation requirements;
- Supporting applications for grant and funding opportunities for eligible students with disabilities and liaising with related external provincial and federal ministries and contractors;
- Working closely with publishing companies, assistive software/equipment vendors and assistive services providers as the Specialist is responsible for obtaining/creating accessible course materials including alternative-to-print materials;
- Training students with disabilities in current assistive technology and software;

- Connecting students with disabilities with specialized service providers such as tutors and aides;
- Liaising with Clockwork as needed for tech support of Clockwork modules;
- Supporting the Student Services Representative (SSR) with frontline assistance to students with disabilities, faculty, staff, and external representatives, and facilitating student examinations and the acquisition and/or creation of accessible examination materials;
- Assisting the Coordinator in program evaluation based on Clockwork reporting;
- Adhering to ARC records retention and privacy breach protocols to maintain student confidentiality; and
- Supporting the centre's needs in outreach.

## Qualifications

The successful candidate will possess the following:

- Master's degree in psychology, social work, counselling, education, disability management, or other related field;
- 3+ years experience in the field of intellectual, psychological and physical disabilities, ideally in a post-secondary environment.

Relevant experience must demonstrate:

- Exceptional interpersonal, organizational and communication skills;
- Support outreach initiatives and represent ARC in institutional presentations and events;
- Working knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA);
- Strong understanding of the legal duty to accommodate;
- Working knowledge of assistive technology and software;
- Familiarity with office administration, and researching information;
- Proficiency in MS Office and demonstrated ability to learn other software applications;
- Close attention to detail and accuracy; and
- Experience with student information systems is an asset.

## Salary

This position has been classified at a Grade 11. The annual salary range for this position is \$77,768.60 to \$80,990.00 and the normal starting salary will be \$77,768.60, pro-rated based on length of term and hours worked.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be between 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live"



and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeeewellbeing@unbc.ca](mailto:employeeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-101CU in the subject line to:



Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30 PM on October 21, 2025.**

