**Job Description and Application Instructions for Associate Director of the NCCSD**

**Deadline for Applications is Friday, March 22, 2024 at 5pm CST**

The National Center for College Students with Disabilities (NCCSD) is funded through a grant from the U.S. Department of Education’s Office of Postsecondary Programs to the Institute on Community Integration (ICI) at the University of Minnesota (UMN), which works in collaboration with the Association on Higher Education and Disability (AHEAD). The NCCSD provides technical assistance, conducts research, and runs a national student group called DREAM (Disability Rights, Education, Activism, and Mentoring). The NCCSD is primarily for current and future students, college students with disabilities, as well as family members, K-12 professionals, higher education staff, and higher education instructors. The NCCSD responds to technical assistance requests from any member of the public and has reached over four million people from every U.S. State, two U.S. territories, and over 50 countries. In 2023, the NCCSD received additional funds from the Rehabilitation Services Administration to fund a full-time staff person with expertise in Vocational Rehabilitation. The position will continue through December 31, 2025. We plan to continue funding the position for the next cycle of the grant, contingent on the renewal of NCCSD funding.

**Job Title:**

Associate Director of Rehabilitation Services Outreach

**Position Summary and Job Responsibilities:**

The new NCCSD Associate Director of Rehabilitation Services Outreach will assist the NCCSD in providing technical assistance and outreach to rehabilitation services professionals, with a focus on the transition of people with disabilities into higher education -- especially high school students with disabilities. Congress and the U.S. Department of Education have asked the NCCSD to provide educational resources for professionals in the field of vocational rehabilitation and Individual Plan for Employment (IPE) teams. The Associate Director will also respond to technical assistance questions related to vocational rehabilitation services for future and current college students with disabilities. The person for this position will have a budget and may plan events, programming, publications, presentations, online training, or other educational materials in collaboration with the NCCSD. The NCCSD, ICI, and AHEAD value diversity, inclusion, equity, and accessibility for our staff, programming, events, and materials. We also have a broad definition of “college student,” including students of all ages, every type of disability, all categories of degree programs and higher education institutions, and students in auditing, part-time, or full-time programs, including career and technical education certificate programs and inclusive higher education options for students with intellectual disabilities.

The position is full time (40 hours/week) paid within a range of $70,000 to $85,000 based on education and experience. This position includes health, dental, and other benefits, including paid time off and generous vacation days. An optional 401(k) plan with employer matching is available. The position is funded through December 31, 2026 and will be renewed after that, contingent on funding from the US Department of Education; the project has been funded since 2015.

This position requires telecommuting unless the applicant is already near Minneapolis, Minnesota, or Charlotte, NC, and prefers to work in the ICI or AHEAD offices. The NCCSD will not pay for moving expenses. The NCCSD will pay for work-related disability accommodation expenses and can negotiate partial assistance to purchase any necessary office equipment.

Traditionally marginalized people are especially welcome to apply, including disabled and culturally Deaf people, BIPOC, LGBTQI+, and graduates or employees from under-represented institutions of higher education (e.g., community colleges, college and technical education programs, Minority-Serving Institutions).

The NCCSD prefers an **April 15, 2024** start date, but this may be negotiated. There is considerable flexibility in hours around work, academic, disability, and personal considerations.

The position is funded by ICI through a subcontract with AHEAD. The Associate Director will be paid by AHEAD and will report directly to Stephan Smith, the Executive Director of AHEAD.

The Associate Director of Rehabilitation Outreach will have responsibility for the following:

* Responding to inquiries and technical assistance questions about vocational rehabilitation services, with support from NCCSD staff. The Associate Director will negotiate these with Dr. Wendy Harbour, the NCCSD Director and co-Principal Director who is also based at AHEAD.
* Planning an online training, workshops, educational materials, or other informational materials for rehabilitation professionals and state/local Perkins Grant Administrators.
* Attending at least two conferences per year related to vocational rehabilitation or disability in higher education. May be asked to travel occasionally to other meetings, with expenses paid by the NCCSD or the sponsoring organization for the event.
* Attending biweekly online NCCSD staff meetings.
* Conduct research as needed to plan activities or presentations.
* Implementing evaluation for all activities planned by the Associate Director.
* Ensuring that planned activities stay within the allotted budget.
* Assisting NCCSD staff with writing reports to the AHEAD board, ICI, and the U.S. Department of Education (e.g., writing, editing, or providing facts or statistics).
* Representing the NCCSD, ICI, DREAM, and/or AHEAD through conference presentations, interviews with media, meetings with policymakers, etc. Please note that NCCSD employees must follow any masking, COVID-19 vaccination, and social distancing guidelines as appropriate and/or required by law, unless they require a disability accommodation.
* Supervising graduate students as needed to accomplish projects or tasks.

**Qualifications:**

These are required for the position:

* Master’s or doctorate from an accredited institution of higher education in the field of vocational rehabilitation or related field.
* At least five years of experience working in the field of rehabilitation services, including:
  + Experience working with high school student transition, IPE teams, and/or college students with disabilities.
  + Experience working at regional or national levels of vocational rehabilitation agencies, organizations, or departments.
  + Experience serving in a leadership or administrative role with teams.
  + Experience creating presentations, workshops, and/or written publications
  + Experience following a budget
* Up-to-date CRC Certification or equivalent. If national certification is not required in your state, then state licensure must be up-to-date.
* Able to work independently, use critical thinking, stay current in the field, and use professional judgment.
* Must be able to work with diverse people from a variety of backgrounds.
* Experience using word processors, presentation software, Zoom, texting, and the Internet.
* Must be age 18 or older. There is no upper age limit.
* Must be able to legally work in the United States.

These are preferred qualifications that are not required; candidates may apply without meeting these criteria:

* Doctorate degree
* Over five years of experience with any combination of disability services provision in special higher education, working on transition services for high school students with disabilities, and working state vocational rehabilitation services.
* Experience with assistive technology
* Experience working with disability service providers in higher education.
* Familiarity with dual enrollment programs and provision of accommodations.
* Experience with social media
* Familiarity with marketing to people in vocational rehabilitation services (i.e., knowing how to reach this population)
* Experience teaching in high schools or higher education
* Familiarity with concepts from disability studies (e.g., universal design, socio-political model of disability, disability rights, “Nothing About Us Without Us”).
* Familiarity with Deaf culture and American Sign Language, or effective forms of communication for hard of hearing, deaf, and deafblind people.
* Evaluation or research experience. Research may be qualitative, quantitative, or mixed methods.
* Knowledge and/or experience working with prospective college students with disabilities who are not in high school, such as veterans, senior citizens, people who are incarcerated or transitioning back to the community (reentry), youth in the foster care system, people living on Tribal lands, or people with food or housing insecurity.

**Applying for this Position**

To apply for the position of Associate Director of Rehabilitation Outreach you will need a resume or **curriculum vitae, a cover letter, and proof of certificate and/or licensure status** (this may be a copy - we do not need original documents)

The cover letter should be no more than two pages double-spaced and should address:

* How we can reach you (your phone number and e-mail address);
* What you preferred to be called and preferred personal pronouns, so we can address you properly in correspondence;
* Why you would like this job;
* 1-2 highlights on your resume or curriculum vitae that demonstrate why you are a good applicant (do not simply review your entire work experience).
* Anything you’d like the NCCSD to know about you that isn’t on your resume or curriculum vitae;
* Three references with their titles, phone numbers, and e-mail addresses (these should not be relatives). Do not send any letters of reference. We will not contact employers or references without your permission.

Send all materials by **March 22, 2024 at 5:00pm Central Standard Time** via e-mail, fax, or mail to:

Wendy S. Harbour

AHEAD

8015 West Kenton Circle, Suite 230

Huntersville, NC 28078-5870

Phone: 651-583-7499

Texts Only: 704-707-5886

Fax: 704-947-7779

E-mail: [wendy@ahead.org](mailto:wendy@ahead.org)

You may also contact Wendy Harbour with any questions or requests for materials in alternate formats. If you will need an extension, please contact us as soon as possible.

This job description and application are available in alternate formats by contacting Wendy Harbour.

If you would like to learn more about the DREAM, the NCCSD, ICI, or AHEAD, contact Wendy Harbour or refer to the following websites:

* DREAM: [www.DREAMCollegeDisability.org](http://www.DREAMCollegeDisability.org)
* NCCSD: [www.NCCSDClearinghouse.org](http://www.NCCSDClearinghouse.org) [Under Construction]
* ICI: <https://ici.umn.edu/>
* AHEAD: [www.ahead.org](http://www.ahead.org)
* The University of Minnesota: <https://twin-cities.umn.edu/>

As an equal opportunity employer, AHEAD supports a climate of inclusion, respect, access, civility, and equity. AHEAD rejects all forms of intolerance and discriminatory conduct with respect to diversity, specifically: disability, ethnicity, race, gender, gender identity and its expression, marital status, family structure, language, sexual orientation, geographic area, religion, political perspective, age, veteran status, socioeconomic status, and other underrepresented areas.

ICI and the University of Minnesota also recognize and value the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission.  The University is committed to attracting and retaining employees with varying identities and backgrounds. The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.  To learn more about diversity at the U:  <http://diversity.umn.edu>.

We acknowledge that the University of Minnesota Twin Cities is built within the traditional homelands of the Dakota people and AHEAD exists within the traditional homelands of the Cheraw, Catawba, and Sugaree people. It is important to acknowledge the people on whose land we live, learn, and work. We also acknowledge that words are not enough to address the traumas Indigenous people have experienced, and believe institutions and organizations should provide work toward increasing access and inclusion in all aspects of higher education for American Indian and Indigenous students, staff, faculty, and community members.