**Job Description and Application Instructions for DREAM Coordinator at 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 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 advises and funds a national student group called Disability Rights, Education, Activism, and Mentoring (DREAM). DREAM is designed to be an online disability cultural center open to students with disabilities and their allies. DREAM has no membership restrictions with respect to students’ disabilities, ages, or type of higher education program. It currently has a website, social media channels, ongoing activities, nearly 70 campus chapters and affiliates across the country, and a student board that guides decisions about DREAM’s activities. We are seeking new half-time DREAM Coordinator.

**Job Title:**

DREAM Coordinator

**Position Summary and Job Responsibilities:**

NCCSD, ICI, and AHEAD value diversity, inclusion, equity, and accessibility in our programming, events, and materials. We also value DREAM as a unique 11-year-old national organization founded by and for students with disabilities and their allies.

The DREAM Coordinator may be a current graduate or professional student or an alum with a graduate or professional degree. The position is 20 hours/week paid at $35,000 per year (contingent on qualifications) without benefits. The position is funded through December 31, 2025 and will be renewed after that, contingent on funding from the US Department of Education; the project has been funded since 2015. There is also a possibility that this position will become full-time in the future, depending on funding levels. Future full-time work is not guaranteed.

The NCCSD prefers an **April 15, 2024** start date, but this may be negotiated for an earlier or later day. There is considerable flexibility in hours around work, academic, disability, and personal considerations. The DREAM Coordinator will be required to attend all DREAM board meetings and events, as well as weekly or biweekly NCCSD staff meetings. This position requires telecommuting unless the DREAM Coordinator is already near Minneapolis, Minnesota, or Charlotte, NC, and prefers to work in the ICI or AHEAD offices. The NCCSD will pay for work-related disability accommodation expenses. Traditionally marginalized people are especially welcome to apply, including disabled and culturally Deaf people, BIPOC, LGBTQI+, and students or graduates from under-represented institutions of higher education (e.g., community colleges, Minority-Serving Institutions).

The position is funded by ICI through funding to AHEAD. The DREAM Coordinator will be paid by AHEAD and will report directly to Wendy Harbour, the NCCSD Director based at AHEAD.

The DREAM Coordinator will have responsibility for the following:

* Collaborating with the DREAM advisory board and NCCSD in the day-to-day operations of DREAM.
* Responding to inquiries and technical assistance questions about DREAM. with support from NCCSD staff.
* Attending monthly DREAM advisory board meetings and weekly or biweekly NCCSD staff meetings (held through Zoom).
* Assisting the DREAM board in planning and implementing activities. The Coordinator will have ICI and AHEAD support as needed, but should be able to independently plan activities. Planning and implementing activities include the ability to disseminate information, identify speakers, arrange logistics, and distribute evaluation measures (e.g., feedback forms or surveys) to determine participant satisfaction with events. “Independent” is defined as what a person with a disability can do with accommodations.
* Ensuring that DREAM activities stay within the allotted budget.
* Maintaining connections to the DREAM chapters and affiliates, including helping new chapters and affiliates register and holding quarterly “Town Halls”. Events are planned in collaboration with the DREAM advisory board and NCCSD staff.
* Ensuring that DREAM social media accounts (e.g., Twitter, Facebook, Instagram) are active, with assistance from the DREAM student board, the NCCSD, ICI and/or AHEAD. DREAM board members have traditionally created posts for social media.
* Ensuring maintenance of the DREAM website. DREAM student board members, and NCCSD, ICI and AHEAD staff will be available to assist with this, as well.

The Coordinator may also be asked to do the following, with support from colleagues at the NCCSD:

* Represent the NCCSD, ICI, DREAM, and/or AHEAD through conference presentations, interviews with media, meetings with policymakers, etc.
* Assist with reviewing grant applications pertaining to DREAM.
* Write short informal updates or reports about DREAM activities.
* Identify students when external groups, the media, or policymakers need help finding student speakers, peer support, or students who can speak about specific topics and experiences.
* Represent DREAM in national groups for leaders of Disability Cultural Centers in the U.S.
* Advise the NCCSD on outreach and education for students.
* Initiate other activities or events the Coordinator would like to do, in collaboration with the DREAM student board and the NCCSD.
* Travel occasionally to conferences or meetings, with expenses paid by the NCCSD or the sponsoring organization for the event. Please note that the DREAM Coordinator must follow any masking, COVID-19 vaccination, and social distancing guidelines as appropriate and/or required by law, unless they require a disability accommodation.
* Expand the DREAM program to middle schools and high schools. This would be done in collaboration with the NCCSD, and only if DREAM Coordinator hours are sufficient to do this alone or with NCCSD staff support.

**Qualifications and Skills**

Requirements for the position:

* Must be a current graduate or professional student or an alumni of a graduate or professional program. There are no restrictions on the number of years since an applicant graduated. Please note that we will not hire undergraduate students or students accepted for graduate school who have not actually started their program.
* Must be age 18 or older. There is no upper age limit.
* Must be legally able to work in the United States.
* Applicant must have at least three years of experience planning and implementing activities or events related to disability. These experiences must include leadership roles and working with teams. Undergraduate and volunteer experiences will count toward the three year requirement.
* Experience following a budget.
* Experience working with college students.
* Applicant should be able to work independently. “Independently” is defined as what a person is able to do with necessary disability-related accommodations or supports.
* Experience doing trainings, presentations, or teaching.
* Must be able to work with teams of people with diverse backgrounds, ages, and disability types.
* Must have experience with disability (this may include academics, activism, student organizations, volunteering, work, and/or personal experience).
* Must be able to communicate with others face-to-face or through Zoom in some way (we acknowledge that some disabilities may affect applicants’ abilities to communicate and that is not a problem).

The following are preferred qualifications, and are not required for this position:

* Applicant already has access to a computer, a printer, a phone, and an Internet connection sufficient to do online meetings (e.g., with Zoom).
* Experience with using or managing social media platforms, including (but not limited to) Facebook, Twitter, Instagram, and/or TikTok.
* Experience participating in mentoring programs in some capacity.
* Familiarity with special education transition planning for high school students wanting to attend college.
* Familiarity with disability studies or progressive theories and ideas of disability, including universal design and socio-political models of disability (e.g., the social model).
* Knowledge or experience of disability activism.
* Knowledge of disability and higher education in general, including familiarity with higher education disability services, the ADA and 504 in higher education, inclusive higher education, disability cultural centers, or related topics.
* An understanding of Deaf culture and American Sign Language (ASL), even if the applicant does not use ASL.
* An understanding of inclusive higher education for students with intellectual disabilities.
* Familiarity with the concept of neurodiversity.

**Applying for this Position**

To apply for the position of DREAM Coordinator, you will need a resume or curriculum vitae and a cover letter. 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 your 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.

Send all materials 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.

We plan to hire for this position quickly, so **the deadline for applications is** **March 22, 2024** at 5pm Central Standard Time. If you will need an extension, contact Wendy Harbour.

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 peoples on whose land we live, learn, and work. We also acknowledge that words are not enough and 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.