**Job Description and Application Instructions for a Graduate Research Associate 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 also advises and funds a national student group called Disability Rights, Education, Activism, and Mentoring (DREAM). We would like to build on our history of working with Minority Serving Institutions (MSIs) to set up an MSI Consortium of disability services providers and researchers, creating a network of people with expertise in providing culturally responsive services in higher education. This project is inspired by the HBCU Disability Consortium (<https://hbcudisabilityconsortium.org/>), but will be adapted to the needs of participants. We are seeking a new half-time graduate research Associate to assist us with this work.

**Job Title:**

Graduate Research Associate

**Position Summary and Job Responsibilities:**

The Graduate Research Associate may be a current graduate or professional student with experience conducting research and attending or working with MSIs. The position is 20 hours/week paid at $35,000 per year (contingent on qualifications) without benefits. It 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.

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 Graduate Research Associate will attend weekly or biweekly NCCSD staff meetings. This position requires telecommuting unless the Graduate Research Associate 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 like community colleges or Minority Serving Institutions. NCCSD, ICI, and AHEAD value diversity, inclusion, equity, and accessibility in our programming, events, and materials.

The position is funded by ICI through AHEAD. The Graduate Research Associate will be paid by AHEAD and will report directly to Dr. Wendy Harbour, the NCCSD Director based at AHEAD.

The Graduate Research Associate will have responsibility for the following:

* Assist NCCSD staff in creating an MSI Consortium of disability services providers, including contacting MSIs, arranging meetings and agendas, and assisting with research and evaluation.
* Communicate with MSI Consortium members regarding needs or questions.
* Work with NCCSD staff to design and implement any research conducted by the MSI Consortium members.
* Attend weekly or biweekly NCCSD staff meetings (held through Zoom).
* Advise the NCCSD on outreach and education to MSI students, staff, and faculty.
* Ensure MSI Consortium work stays within the allotted budget, with support from NCCSD staff.
* Create content for an NCCSD MSI Consortium website and possibly social media accounts.

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

* Plan activities (e.g., Zoom presentations) related to the MSI Consortium or disabled students from MSIs, as the budget allows.
* Assist the NCCSD Director and Co-PI, Dr. Wendy Harbour, with other research and publishing related to students with disabilities, depending on time and interest.
* Represent the NCCSD, ICI, and/or AHEAD through conference presentations, interviews with media, meetings with policymakers, etc.
* Write short informal updates or reports about the MSI Consortium activities.
* Assist the NCCSD as appropriate in identifying MSI staff, researchers, or 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.
* 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.

**Qualifications and Skills**

Requirements for the position:

* Is a current graduate student or professional student.
* Must be age 18 or older.
* Must be legally able to work in the United States.
* Advanced coursework in quantitative and qualitative research projects
* At least two 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 creating or 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).
* Experience being a student and/or employee at a Minority Serving Institution (e.g., TCU, AANAPISI, HBCU, or HSI).
* 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:

* Experience doing qualitative, quantitative, or mixed-methods research, or being part of a research team.
* Experience as a student or employee at more than one kind of Minority Serving Institution.
* 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 creating or updating web pages.
* 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 of or experience with 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 Graduate Research Associate, you will need a resume or curriculum vitae, an unofficial transcript for your graduate program and a cover letter. You may submit an unofficial copy of your undergraduate program if you think it would complement your application, but it is not required. 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 prefer 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.