



MERCYHURST
UNIVERSITY

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Executive Director for the Brad McGarry Center for Neurodiversity

Location: Erie

Department: Center for Neurodiversity

Reports To: Vice President for Student Life

Full/Part Time: Full Time

Classification: Administrator

Closes: *Open until filled*

POSITION SUMMARY

The Executive Director for the Brad McGarry Center for Neurodiversity is a full-time, twelve-month position. The Executive Director is responsible for developing, planning, and implementing strategies for program growth and continuation as well as developing funding sources to support existing and planned program initiatives. The Executive Director, the Director for AIM, and the Assistant Director for AIM comprise the executive team for the Neurodiversity Center. The executive team works collaboratively to provide leadership, outreach, vision, and oversight of the Center to ensure its success and to sustain this model program.

The Executive Director oversees the four pillars of the new Center:

The AIM program — to accommodate more students and broaden opportunities for their academic, social, and career development and growth.

CREATE — Our summer residential program for college-bound students on the spectrum. This three-week residential program helps rising high school juniors and seniors determine whether they are ready for the demands of college life.

Cyber Security Initiative — The first-of-its-kind initiative to educate students on the spectrum for jobs in the rapidly growing field of cyber security. By blending the strengths of our AIM program and our Cyber Security major, we are well positioned to pioneer this unique program.

Workforce Training Program— As an increasing number of companies seek to integrate neurodiverse people into the workplace, the Center has developed a series of training programs to support the efforts of those companies and organizations in successfully recruiting and working with these uniquely gifted employees.

PRIMARY DUTIES

- Responsible for strategic, administrative, and operational oversight of the Brad McGarry Center for Neurodiversity.
- Provide budget and fiscal management, including grant allocation, preparation of budget reports, recommendations, and oversight of financial processes.
- Oversee the recruitment, selection, and admission processes for the AIM and CREATE programs.
- Establish relationships with key stakeholders and create consistent opportunities for communication and strategic growth.
- Identify, define, and develop funding sources through federal, state, private funding agencies to support existing and planned program initiatives.
- Responsible for the recruitment, supervision, evaluation, and promotion of employees within the center.
- Provide leadership, education, training, and ongoing support to staff, students, parents, stakeholders, and community partners.
- Plan, attend, and participate in panels, community committees, workshops, meetings, training sessions, task forces, and conferences as needed.
- Ensure a system for secure, accurate recordkeeping; state and federal reporting; and campus wide statistics.
- Ensure adherence to the legal and ethical requirements relevant to the Center and its programs.
- Other pertinent duties as assigned by the Vice President for Student Life.

QUALIFICATIONS/EDUCATION:

Bachelor's Degree in a related field preferred, or equivalent combination of education, training, and experience.

KNOWLEDGE/EXPERIENCE:

- Knowledge of autism or disability services at the college level.
- Ability to work in a fast-paced, team environment, while maintaining confidentiality.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- Ability to perform needs-based assessment to help guide policy development.
- Familiarity with college student learning and development theories.
- Ability to build a strong rapport with the campus community and work effectively with various constituencies.
- Ability to motivate, develop, direct, and train staff.
- Ability to foster a cooperative work environment.

- Ability to interpret, adapt, and apply guidelines and procedures.

SKILLS/ABILITIES:

- Demonstrate highly developed verbal, written, and interpersonal skills.
- Demonstrate ability to work on a team.
- Demonstrate ability to express ideas clearly, exercise balanced judgment in evaluating situations, and make good decisions.
- Evening and weekend hours.
- Vacation restrictions apply during times of peak activity in the department.
- Must have a valid driver's license with clean driving record.
- Candidate must be eligible to work in the United States.
- Act 153 clearances are required

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.