



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Assistant Director for the Autism Initiative

Location: Erie

Department: Autism Initiative for Mercyhurst

Reports To: Director of AIM

Full/Part Time: Full Time

Classification: Administration

Closes: Open until filled

SUMMARY:

The Assistant Director for the Autism Initiative at Mercyhurst (AIM) is a full-time, twelve-month position. The Assistant Director is a member of the executive team for the AIM program. The Director of AIM and Assistant Director work collaboratively to provide leadership, outreach, vision, and oversight to ensure the success of the AIM program. The Assistant Director has shared supervisory responsibility of AIM personnel and shared responsibility for managing the operational and administrative aspects of the AIM program. The Assistant Director has direct involvement and provides direct support for students in the AIM program. The Assistant Director works with parents, faculty, staff, and agencies in support of the AIM program and its students.

PRIMARY DUTIES include, but are not limited to the following:

- Help to interpret Mercyhurst University mission, philosophy, policies, conduct code, expectations, and regulations to students in the AIM program.
- Provide on-going personal, social, and educational advising/coaching/support to AIM students.
- Maintain anecdotal records of interactions with AIM students to include appropriate assessment, counseling contracts, follow-up and referral, and other pertinent information.
- Communicate when appropriate with both parents, faculty, staff and administrators in order to monitor student progress and offer a consistent support system.
- Plan and participate in organized off-campus social outings for AIM students.
- Advocate for AIM students within the institution and work closely with the campus community to further the goals of the department.
- Stay up to date with trends in higher education-ADA, Career Services, Autism research, etc.
- Assist in planning and supporting all aspects of AIM and the Summer College
Assist the Director with supervision of AIM program personnel-- including professional staff, graduate students, and student employees.
- Provide on-going academic, autism, and personal coaching/support to students in the AIM program.
- Conduct social skills training and group sessions as needed.

- Work with the Housing Coordinator to coordinate events and housing evaluations.
- Assist the Director with development of grant proposals to supplement funds and services offered.
- Assist the Director with budget management, financial processes, budget recommendations, and prepare budget reports as necessary.
- Assure adherence to the legal and ethical requirements relevant to the program.
- Assist the Career Path Coordinator in planning and developing all aspects of AIM CareerPath Program.
- Other pertinent duties as assigned.

EDUCATION:

Master's Degree in related field (i.e. Higher Education, Counseling, Student Personnel Administration, Psychology) and five years of experience working with college students preferred.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. 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 does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

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