



## Director for the Autism Initiative at Mercyhurst (AIM)

**Location:** Erie

**Department:** Autism Initiative at Mercyhurst (AIM)

**Reports To:** Executive Director for the McGarry Neurodiversity Center

**Full/Part Time:** Full Time

**Classification:** Administrator

**Closes:** *Open until filled*

### POSITION SUMMARY

The Director for the Autism Initiative at Mercyhurst (AIM) is a full-time, 12-month position. The Director for AIM, as well as the Executive Director for the McGarry Neurodiversity Center and the Assistant Director for AIM, comprise the executive team for the AIM program and the McGarry Neurodiversity Center. They work collaboratively to provide leadership, outreach, vision, and oversight of the programs and ensure the success of the programs. The Director has supervisory responsibility of AIM personnel and responsibility for managing the operational and administrative aspects of the AIM program. The Director has direct involvement and provides support for students diagnosed with autism spectrum disorder (ASD). The Director works with parents, faculty, staff, and agencies in support of the program and its students. This position also provides direct academic, autism, and vocational support for students in the program.

### PRIMARY DUTIES

#### Administrative

- Supervise an Assistant Director, four to five professional AIM counselors, and graduate and student staff members.
- Interpret Mercyhurst University mission, philosophy, policies, conduct code, expectations, and regulations for the staff and students in the AIM program.
- Plan, direct and implement all administrative and operational aspects of the AIM program and the summer college readiness program (CREATE).
- Oversee budget and fiscal management, including grant allocation, preparation of budget reports, submit budget recommendations, and oversight of financial processes.
- Act as an advisor to students enrolled within AIM.

- Advocate for students within the institution.
- Recruit for the AIM and CREATE programs.
- Lead process for assessing potential students for the AIM and CREATE programs.
- Establish and maintain an ongoing assessment and evaluation of the AIM program. Suggest appropriate action to ensure a high degree of quality in the program and its services.
- Ensure a system for secure, accurate record keeping, state and federal reporting, and campus wide statistics.
- Ensure adherence to the legal and ethical requirements relevant to the program.

### **Student Support Responsibilities**

- Provide ongoing academic, autism and personal counseling/support to college students with autism spectrum disorders (ASDs).
- Assist AIM students in identifying personal and educational goals.
- Conduct or supervise social skills training and group support sessions, as needed.
- Maintain records of interactions with AIM students including assessment, counseling goals, behavioral contracts, resource referrals, and other pertinent information.
- Review midterm grades and advise accordingly.
- Communicate regularly with parents, faculty, and staff to monitor student progress, offer a consistent support system, and refer to other resources and accommodations, as needed.
- Communicate regularly with staff in the Student Life, Residence Life, ADA, and Learning Differences offices.
- Plan and participate in organized on- and off-campus social outings for AIM students.
- Work with the Residence Life staff to coordinate programming and housing arrangements.
- Other pertinent duties as assigned.

### **Program Development**

- AIM and CREATE program development.
- Individualized Social Skills Modules.
- Standardize Programming and Outcome measurements.
- Assist the Executive Director with Career Path Program Development.
- Develop outcomes, behavior plans, and data tracking for program and individuals.

### **Public Relation / Outreach**

- Offer neurodiverse training for Mercyhurst and the Erie community.
- Collaborate with the Executive Director for the McGarry Neurodiversity Center to develop and maintain community outreach and resources locally and nationally.
- Consult with Counseling Center, Health Center, Residence Life, ADA, and other departments on campus.

**PREFERRED QUALIFICATIONS:**

Experience working with college students, experience directly supervising staff, administrative experience, experience working with autism or disability services at the college level.

**EDUCATION:**

Master's Degree in related field (i.e., Higher Education, Counseling, Student Personnel Administration, Psychology).

**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 exercise balanced judgment in evaluating situations and making decisions.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- Ability to perform needs-based assessment to guide policy development.
- Familiarity with college student learning and development theories.
- Strong communication skills, both verbal and written.
- 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 and written skills and the interpersonal skills needed for work with adults on the autism spectrum.
- Demonstrate leadership ability to develop and foster a team environment.
- Conflict-resolution skills and training.
- Thorough knowledge of the AIM program and behavior management strategies.
- Demonstrate ability to express ideas clearly, exercise balanced judgment in evaluating situations and make good decisions.
- Some 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](mailto:hrinfo@mercyhurst.edu)

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