

Mercyhurst University Job Description

Job Title: Associate Director for Autism Initiative at Mercyhurst (AIM)
Department: AIM
Location: Erie
Reports to: Director for AIM
VP: Vice President for Student Life
Classification: Administrator

SUMMARY

The Associate Director for the Autism Initiative at Mercyhurst (AIM) is a full-time, twelve-month position. The Director of AIM and Associate Director comprise the executive team for the AIM program. Together they work collaboratively to provide leadership, outreach, vision, and oversight of the AIM program ensure the success of the AIM program. The Associate Director has shared supervisory responsibility of AIM personnel and is responsible for managing the operational and administrative aspects of the AIM program. The Associate Director has direct involvement and provides direct support for students in the AIM program. The Associate 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:

- Assist the Director to supervise the personnel of the AIM program-- including professional staff, graduate students, and student employees.
- Manage administrative aspects of the AIM program.
- Assist the Director to develop grant proposals to supplement funds and services offered.
- Assist the Director to establish and maintain an ongoing assessment and evaluation of the AIM program. Suggest appropriate action to ensure a high degree of quality in program and services.
- Ensure a system for secure, accurate recordkeeping; state and federal reporting; and campus wide statistics.
- Assist the Director to with budget management, financial processes, and assist with budget recommendations, and prepare budget reports as necessary.
- Provide on-going personal, social, and educational advising/counseling/support to the 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.
- Communicate with parents and students regarding the accommodation process and resources on campus; and referring students for other appropriate services.
- Stay up-to-date with trends in higher education—ADA, Career Services, Autism research, etc.
- Assure adherence to the legal and ethical requirements relevant to the program.
- Perform other related duties as required.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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 help guide policy development.
- Familiarity with college student learning and development theories.
- Ability to express ideas clearly and demonstrate strong communication, written, and verbal skills.
- Ability to build a strong rapport with the campus community and work effectively 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.

SPECIAL REQUIREMENTS

- 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

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

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.