

NOTICE OF VACANCY

Position Title: Associate Director for the Neill-Wint Center for Neurodiversity

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**REPORTS TO:** Director of the Neill-Wint Center for Neurodiversity

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** ASAP

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**ABOUT THE PROGRAM:** The Neill-Wint Center for Neurodiversity is the first program in Oklahoma to provide support for students with autism spectrum disorder in the transition to college and helps to ensure postsecondary success in obtaining a college degree.

**POSITION SUMMARY:** The Associate Director is responsible for assisting the Director of the Neill-Wint Center for Neurodiversity. This position coordinates training and supervision of Social Coaches and supervises academic performance for Neill-Wint Students.

## ESSENTIAL DUTIES & TASKS:

- Responsible for coordinating training and activities of Social Coaches/Peer Mentors
- Performs weekly academic checks with Neill-Wint students.
- Provides ongoing support for both Social Coaches and students.
- Assists with Donor Relations

- Acts as the first line of contact for all parent/student requests for information and/or tours
- Other duties as assigned.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Bachelor's Degree in related field; master's degree preferred.
- Must be able to work flexible hours, including evenings, weekends, and holidays as schedule dictates.
- Strong interpersonal skills with the ability to communicate effectively with a diverse constituency.
- Excellent organizational skills.
- Knowledge of basic technology and strong computer skills

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.