

Job Title	ASL-English Interpretation Program Project Director
PVN ID	LA-1809-002716
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Program for Deaf Adults
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 01, 2019 (Or Until Filled)

General Description

The AEIP PD/PI, reports to the Program for Deaf Adults Director and USDE-OSEP Project Officer, and oversees all aspects of AEIP including program leadership, development and vision.

Administration

- Direct, supervise and manage all aspects of AEIP
- Establish and maintain grant and project goals and objectives
- Prepare and finalize all grant reports
- Interface with USDE-OSEP Project Officer, LaG Grants Development office and ACE administration
- Oversee all logistical aspects of program offerings
- Direct the application/admission process
- Oversee internship and apprenticeship components
- Oversee USDE-OSEP scholar Service Obligation and Data Collection reporting
- Oversee all aspects of the multimedia interpreting lab
- Oversee media/book library
- Oversee RID-CMP sponsorship
- Oversee EIPA testing
- Oversee e-Portfolio components
- Develop and oversee database tools for tracking statistical data
- Oversee the collection and provision of data and statistics
- Recruit, hire and supervise instructional, technical and support staff
- Conduct regular staff/faculty meetings
- Oversee and lead annual orientations and graduation ceremony

Program Development

- Provide program development, leadership and management
- Develop, expand, and revise programs and curricula as needed
- Supervise the appropriate pedagogical delivery of programs

- Keep current with other national grant projects, researchers, consultants, and literature
- Ensure student advisement and retention support
- Develop and manage evaluation process with the Project Evaluator
- Analyzes data, program quality and make continuous improvements
- Research funding resources and prepare grants as appropriate

Other Duties

Budget

Management

- Develops and oversee program budgets (RF/LAG)
- Oversee preparation of budget reports
- Oversee appointments, timesheet submission, and course/workshop registration

Marketing Public Relations External and Internal Links

- Act as spokesperson for AEIP
- Develop, market and promote program
- Conduct targeted recruitment events
- Represent AEIP at annual USDE-OSEP PD/PI meetings and other related conferences (RID, CIT, etc.)
- Convene annual Advisory Committee meeting and maintain regular contact as needed
- Act as liaison with SUNY-Empire State College re. Administration and BA degree maintenance
- Act as liaison with college's Deaf Studies/ASL AA degree program and ACE ASL program
- Act as liaison with all AEIP local, regional and national partners
- Participate in College, ACE, and PDA committees and activities

Qualifications

- Proficiency in American Sign Language required.
- An earned Ph.D. in a related field from an accredited institution, and a record of publishing, scholarship, or intellectual leadership in a related field, and not less than four to eight (4-8) years of related professional experience (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which has been in a managerial or supervisory capacity; OR
- A Master's Degree in an appropriate field of study from an accredited institution, and not fewer than five to ten (5-10) years of progressively responsible experience administrating related programs and working in an educational or social service capacity with diverse adult student populations (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which has been in a managerial or supervisory capacity; OR
- Equivalent intellectual strength as evidenced in research experience, a collection of juried publications in the field, and/or other significant accomplishments (e.g. significant participation in important inventions/discoveries, acclaimed artistic endeavors, etc.), and an equivalent professional record of successfully creating, leading, and administering related instructional or service programs, conducting needs analysis, designing curricula or administrative systems, and/or working with diverse adult

populations, AND

- Possession of the core competencies determined to be required at the time of hire; AND
- A willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.