

Job Title	TRIO DSSS Project Director
PVN ID	QC-1703-001715
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	
Status	Full Time
Annual Salary	\$65,700.00 - \$67,700.00
Hour(s) a Week	35
Closing Date	May 13, 2017 (Or Until Filled)

General Description

Responsibilities of the Program Director for Office of Special Services:

The Disability Student Support Services TRIO Project Director position is to work in the Office of Special Services and the OSS staff. The Program Director is responsible for approximately 103 students with Learning Disabilities. This position is to ensure that all the students eligible registered in this project receive appropriate supportive services and accommodations, as suggested by the American Disabilities Act and according to the TRIO program Operational Plans. The PD is to supervise TRIO staff, manage TRIO budget, conduct intakes, and collect data for the Annual Performance Reports. Provides trainings and workshops to students and campus staff on understanding disabilities and ADA Regulations. This position answers to the Director of the Office of Special Services. The following are the requirements necessary for a successful hire:

Other Duties

Qualifications Required of the Project Director

- Master's degree in Education, Behavioral and/or Social Science or related field required
- Minimum three years successful supervisory experience
- Three years' experience work with the TRIO Disability Student Supportive Services programs
- Full understanding of Assessment Evaluations and Findings.
- Full understanding of Accommodations per disability
- Minimum three years' experience with progressive responsibility in the administration of projects for students with disabilities required, at postsecondary education level preferred
- Minimum three years' experience with serving educationally and economically disadvantaged required, at the postsecondary level preferred
- Minimum three years' experience with budgetary responsibilities
- Excellent oral and written communication skills

- Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under time pressure, including meeting deadlines
- Must be able to communicate effectively with disadvantaged students
- Prefer person with background similar to DSSS population
- Knowledgeable in Learning Disabilities and their Accommodations
- Full knowledge of Assistive Technology
- Understanding and comply with ADA Regulations, FERPA, and Technology Sections

Qualifications

Master's degree in field of interest

Very familiar and experienced working with students with disabilities.