

Minot State University is built upon a core commitment to students, learning, service, and cooperation, and upon respect for people and place. To join Minot State University in support of our core commitment, please consider applying for the position described below.

Associate Director of Community Services



The Position

The North Dakota Center for Persons with Disabilities (NDCPD) at Minot State University is recruiting an Associate Director of Community Services. This is a senior management and leadership position within our organization. The successful applicant will serve as a program director and will develop and manage a portfolio of activities to improve practice and policy related to community-based services for persons with disabilities.

The successful applicant will work with NDCPD faculty and staff, and partner organizations in the public and private sectors to develop exemplary service delivery to underserved segments of the disability community. This director will carefully analyze existing service systems, identify potential funding sources, articulate compelling needs assessments and develop fundable grant and contract proposals. This 12 month position is part of the NDCPD management team and will report to the Executive Director. It is NOT tenure track but will have close ties with an appropriate academic department. Salary and academic rank will be commensurate with training and experience. Preference will be given to applicants who have professional credentials and licensure to provide direct services to individuals with disabilities and their families. We are particularly interested in developing NDCPD's capacity to serve individuals with autism spectrum disorders and related developmental disabilities.

We are particularly interested in applicants who are

- familiar with the issues, theories, and principles of community-based services,
- have a terminal degree (e.g. Ph.D., Ed.D., or similar degree) in a disability-related field with experience in US and/or state health care/service delivery and/or policy analysis (ABD considered),
- have a track record of successful grantsmanship including project management and supervision,
- demonstrate evidence of success in providing technical assistance in the form of research, training, and consultation to community and private service agencies, federal and state policy and service agencies, and
- are informed about current funding mechanisms for serving the diverse needs of individuals with disabilities and their families in the United States and North Dakota.

We are also eager to recruit applicants who can work with a team, have outstanding verbal and written communication, have excellent analytic skills, and are familiar with current research, laws, regulations, and policies affecting human services in the disability field.

The Community

Minot, North Dakota, is located in the north-central part of the state. It is 45 miles from the geographic center of the North American continent. Minot, with its nearby communities and the Minot Air Force Base has a combined population of approximately 60,000.

The Organization

The North Dakota Center for Persons with Disabilities (NDCPD) is a university center of excellence in disability research, education, and dissemination located at Minot State University. NDCPD has a distinguished 17-year history serving the northern great plains. The annual budget for NDCPD over the past six years has been over \$5 million. NDCPD's funding is made up of a combination of Federal grants, state service, training, and technical assistance contracts, and a variety of fee-for-service activities. NDCPD currently employs over 100 individuals. More information is available at our website: <http://ndcpd.org>

Minot State University is a state-supported institution of higher education with an enrollment of approximately 3800 students. The university is organized into three colleges-Arts and Sciences, Business, and Education and Human Services and the Graduate School. Bachelor's degrees are offered in more than 40 fields, master's degrees in 12, and one specialist degree.

Minot State University is an equal opportunity and affirmative action employer and subscribes to the laws and regulations prohibiting discrimination based on race, religion, color, national origin, gender, disability, age, or any other proscribed category. MSU applies Veteran's Preference Laws. Inquiries or complaints regarding equal employment, educational opportunities, or the affirmative action program should be directed to the Affirmative Action Office.

We are committed to developing a diverse workforce and encourage members of minority cultures and underrepresented groups to apply for employment.

The University

Minot State University was founded in 1913 and has evolved from a normal school to a Carnegie Masters I Institution. The campus has three colleges and offers 12 master's degrees. There is a rich mix of liberal arts and professional programs offering more than 60 majors at the undergraduate level. MSU has a strong online program that uses a wide variety of communication tools to deliver coursework, training, and workshops to a worldwide audience. On campus enrollment is approximately 3700. Additional information is available at the MSU website: <http://www.minotstateu.edu>.

Application

Applications should be directed to:

Ms. Susie Mack, Office Manager
NDCPD, Minot State University
500 University Avenue West
Minot, North Dakota 58707
800-233-1737
susie.mack@minotstateu.edu

Please include the following:

1. letter of intent,
2. list of three current references including contact information,
3. recent sample of technical writing (e.g., technical report, grant proposal, training document, etc.),
4. current vita, and
4. MSU faculty employment application available at http://www.minotstateu.edu/hr/pdf/msu_application.pdf.

Review of applications will begin immediately and the position will remain **open until filled**.

Minot State University is a state-supported institution of higher education with an enrollment of approximately 3800 students. The university is organized into three colleges-Arts and Sciences, Business, and Education and Human Services and the Graduate School. Bachelor's degrees are offered in more than 40 fields, master's degrees in 12, and one specialist degree.

Minot State University is an equal opportunity and affirmative action employer and subscribes to the laws and regulations prohibiting discrimination based on race, religion, color, national origin, gender, disability, age, or any other proscribed category. MSU applies Veteran's Preference Laws. Inquiries or complaints regarding equal employment, educational opportunities, or the affirmative action program should be directed to the Affirmative Action Office.