Director, Regional Resource Center on Deafness

**Department:** Regional Resource Center on Deafness  
**Recruitment #:** S1764  
**Closing Date:** Review begins January 16, 2018. Position open until filled

This is a part-time (0.75 FTE), 12-month, annually renewable, unclassified position in the Regional Resource Center on Deafness at Western Oregon University (WOU) in Monmouth. The opportunity to back-fill workload with grants and contracts to achieve a full 1.0 FTE is expected.

The Regional Resource Center on Deafness (RRCD) at Western Oregon University (WOU) prepares professionals who are qualified to serve the unique communication, education and rehabilitation needs of deaf and hard of hearing children and adults. The RRCD offers 1) graduate and undergraduate degree programs for professionals entering various fields that serve this population, 2) continuing education opportunities for currently practicing professionals and 3) community service and outreach activities that are designed to enhance the quality of life for all citizens who are deaf or hard of hearing. As the only comprehensive professional preparation center for serving the deaf and hard of hearing community in the eleven-state, northwest quarter of the U.S., the RRCD director and staff have, since its inception in 1973, been successful in winning over 40 million dollars in private and federal funding. These funds have been primarily applied to the design and implementation of degree, in-service and technical assistance programs and to the awarding of scholarships to eligible students attending RRCD degree programs. For more information about the current center programs, go to [http://www.wou.edu/rrcd](http://www.wou.edu/rrcd).

The RRCD director assumes the responsibility for 1) maintaining excellence in the seven distinct programs that are currently offered by the center and 2) demonstrating entrepreneurial leadership in the acquisition of innovative programs, and their requisite funding, that are designed to meet identified personnel shortages in this field. To accomplish this, the director must possess a broad understanding of the special education and rehabilitation issues that confront children and adults that are deaf or hard of hearing, and use that knowledge to build collaborative relationships with consumer groups and service delivery agencies. These groups guide the RRCD director and staff in the refinement of current curricula and the development of new efforts that affect education and quality of life changes for the Northwest's deaf and hard of hearing population.

The RRCD director reports to the Dean of the College of Education and is a member of the College of Education Chairs and Directors Committee.

**MINIMUM QUALIFICATIONS**

- Graduate degree in a field relevant to the service areas provided by the RRCD including, but not limited to, counseling, interpreting, administration, linguistics, Deaf studies, or other related areas
- At least 3 years of demonstrated experience with developing grant proposals, obtaining, and managing grant awards
- Ability to disseminate information and adhere to all submission and reporting deadlines
- Evidence of interpersonal and professional communication and presentation skills
- Effective teamwork, organizational, and time management skills
- Ability to collaborate with faculty and staff from a wide range of academic and professional backgrounds
- Ability to design and implement engaging and professional development/training

**Preferred Qualifications:**

- Doctorate in a field relevant to the service areas provided by the RRCD including, but not limited to, counseling, interpreting, administration, linguistics, Deaf studies, or other related areas
- Significant grants experience including both pre- and post-award administration
- Significant understanding of Deaf culture and fluency in American Sign Language
- Demonstrated commitment to scholarship
• Experience with training and coaching new grant writers
• Program development and coordination experience
• Demonstrated leadership in the field of grant writing and/or the Deaf Community
• Ability to provide faculty, staff, and students with the opportunity for growth and development

**A criminal background check will be required as a condition of employment

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES
• Overseeing and being a major contributor to the grant-writing process for both continuation proposals and applications for new funding
• Maintaining a current working understanding of the private, state and federal systems of financial assistance that are available to support university-level professional preparation efforts
• Supervising the various grant-related federal reports required of each project
• Keeping abreast of all private, state, and federal laws and regulations that affect the management of RRCD grant funds, currently at $1.3M per year
• In consultation with the College of Education dean and Deaf Studies and Professional Studies division chair, supervising RRCD staff as well as all graduate assistants and student workers hired to serve the RRCD
• In consultation with the College of Education dean and Deaf Studies and Professional Studies division chair, overseeing the hiring practices and procedures for all new RRCD personnel
• Maintaining a supportive working atmosphere
• Coordinating the complementary and non-duplicative activities of all RRCD programs
• Providing direct liaison with U.S. Department of Education, Rehabilitation Services Administration, and other external grants management personnel
• Providing direct liaison with WOU grants and contracts officers and other Business Office personnel
• Directing RRCD-wide, pro-diversity student recruitment activities
• Representing the RRCD at related state and national personnel needs assessment and planning meetings
• Managing the RRCD physical facility including the purchase of needed equipment and supplies

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
3) Resume
4) Contact information for three references
5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1764, Director, RRCD Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.