STAFF POSITION AVAILABLE:
Coordinator of Autism Spectrum Disorder (ASD) Services

SUMMARY:
The Coordinator of ASD Services is directly responsible for a residential program for students with ASD, the Living and Learning Community (LLC). The Coordinator also serves other Jones Learning Center students with social and independent living skills deficits; however, those utilizing the LLC receive priority. This is a full-time (nine and one-half months) academic year position with full benefits.

DUTIES AND RESPONSIBILITIES:

- Supervise the Living and Learning Community, a residential program for students with ASD, to complement their first year of academic work at the University of the Ozarks.

- Coordinate social and independent living skills learning experiences for the students in the residential program, secondary to academic demands.

- Participate in the hiring process for the residential assistant(s) who lives and works with the students in the LLC program. Provide training and supervision for this person.

- Coordinate with Student Life to support LLC students’ interactions within the campus community

- Arrange individual and group sessions with the LLC students based on their programming needs. Per staff or student request, schedule individual or group sessions with other JLC students, with scheduling priority given to the current LLC students.

- Serve as a resource for other U of O faculty and staff regarding best practices in working with students with ASD

- Maintain accurate documentation of pertinent student interactions.

- Communicate with parents regarding student performance relative to recorded goals when failing to do so would be to the detriment of the student. Permitted communication will be determined by the FERPA form signed by the student.

- Monitor or administer classroom exams individually as needed

- Serve on appointed Jones Learning Center and campus-wide committees

- Actively participate in a variety of campus-wide and Jones Learning Center activities

- Demonstrate basic computer literacy skills in e-mail, word processing, internet research and navigating the university network

- Demonstrate basic proficiency in current assistive technology programs used in the JLC
Pursue professional growth through workshops, staff meetings, and other opportunities as they arise

Skills and Abilities
- Experience working with Microsoft Office.
- Excellent organizational ability, high level of accuracy, attention to detail
- Effective communication skills
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students
- Work evenings and weekends as required.

Qualifications:
- Master’s degree in school psychology, speech pathology, special education, counseling or a related field
- Experience working with students on the autism spectrum
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to work in a fast-paced environment with many interruptions and frequent new challenges
- Ability to function as a positive team member of a vital organization
- Love for a liberal arts education and desire to connect with faculty, staff, and students

APPLICATION PROCESS:
Send a letter of interest, résumé, and three to five professional references:
- E-Mail, with MS-Word or pdf attachments (for applications): lginness@ozarks.edu
- E-Mail, (for questions about the position): lginness@ozarks.edu
- Mail: University of the Ozarks, JLC, L. Inness, 415 N. College Ave., Clarksville, AR 72830
- Phone: (479) 979-1403

Applications received by Friday April 1, 2016 will be assured of full consideration.

Start date: August 08, 2016

About University of the Ozarks
Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 600 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.