

NOTICE OF VACANCY

POSITION TITLE: Program Coordinator of the Neill-Wint Center for Neurodiversity

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**SALARY:** \$38,000-\$42,000.00 annually

**REPORTS TO:** Director of the Neill-Winter Center for Neurodiversity

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

**POSITION DETAILS:** Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00AM to 5:00PM; Occasional evening and weekend work required, as well as travel

**START DATE:** As soon as possible

**SUPERVISORY DUTIES:** N/A

### POSITION SUMMARY:

Reporting to the Director of the Neill-Wint Center for Neurodiversity, the Program Coordinator is responsible for a variety of duties with an emphasis on student recruitment, development, and success. The coordinator works closely with the director to provide support and insights that impact daily program functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works under the supervision of the Director of the Neill-Wint Center for Neurodiversity
- Serves as the primary contact for daily student interactions and support (This includes being the first line of contact for parent/student information requests for information, tour requests, ongoing support for social coaches and students, etc)
- The coordinator represents the center at programs and functions as assigned by the director
- Collaborates closely with admissions under the leadership of the Neill-Wint Director, on the recruitment of Neill-Wint program participants
- Collaborates with current students, faculty, and the Neill-Wint program director with relation to academic advising issues

- Works with the Neill-Wint program director with relation to monitoring current students' progress in academic and social issues and collaborates with appropriate office (including but not limited to the Student Success Center and Office for Accessible Education)
- Provides administrative support to the director and Neill-Wint office (Includes managing department emails/contacts, assisting the director to schedule meetings, working with student workers, interdepartmental communications, etc)
- Maintains departmental data in an organized manner for the director (Includes student data, program data, budget expenditures, etc)
- Other duties as assigned by the director

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Bachelor's degree from an accredited college or university
- Ability to work with Microsoft Office applications & student information system

**PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Strong Organizational Skills
- Strong interpersonal skills

**TO APPLY:**

Complete the USAO application at (<https://usao.edu/about/personnel.html> ). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience." To support this charge USAO is directed "to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education." For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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