

Director, GURC Southwest Region

FLSA Status: Exempt

Pay Grade: 21

Job Title ID: 111000

Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Arts & Humanities Family

Reports To

Dean, Arts & Humanities

Job Purpose

To provide leadership and direction to the Gallaudet University Regional Center (GURC) for the Southwest region; to work closely with other GURC directors around the country to ensure a unified approach to planning and programming; to assist in developing regional and national outreach initiatives through the College of Professional Studies and Outreach (CPSO), ensuring alignment with the Gallaudet University strategic plan, University-side goals, CPSO goals, and the national mission mandates of the Laurent Clerc National Deaf Education Center (the Clerc Center).

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Leads the GURC for the Southwest Region, actively serving as Gallaudet University representative to deaf and hard of hearing students, families, and the educators and other professionals who work with them; leads identified projects within the region, e.g., family learning vacations, regional conferences and special events; initiatives and maintains contacts and resources within the region; shares information regularly about Gallaudet University and the Clerc Center; facilitates opportunities for networking between schools, programs, and families; actively pursues collaborative opportunities; and works closely with other GURC directors around the country to ensure a unified approach to planning and programming.
2. Utilizes technology to maintain networks and enhance communication, e.g., websites, online communities, videoconferencing.
3. Demonstrates exceptional customer service, both to the national constituency and to teachers, staff, families, and alumni of Gallaudet University; responds promptly to inquiries and requests for training and technical assistance, planning assistance, or other services.
4. Works cohesively as a positive, contributing member of a team; contributes actively to achieve the goals of the unit.
5. Supervises personnel as identified, e.g., staff, student assistants, volunteers.
6. Develops and monitors budget for GURC Southwest; manages financial paperwork properly; provides budget information and reports according to established timelines.
7. Maintains a wide variety of professional contacts in order to remain abreast of developments in the field and to promote visibility of Gallaudet University programs.
8. Serves as an active, contributing member of CPSO and the University community as a whole.
9. Assists in developing regional and national outreach initiatives through the CPSO, ensuring alignment with the Gallaudet University strategic plan, University-side goals, CPSO goals, and the national mission mandates of the Clerc Center.
10. Collaborates with others to ensure that Gallaudet resources, initiatives, training programs, and resources are disseminated to educators and families in a variety of educational environments and a broad array of settings, e.g., densely populated urban areas as well as more isolated or rural areas.
11. Helps market Gallaudet and Clerc Center offerings; remains well-informed about the academic, service, and

- support programs at Gallaudet and all training, publications, outreach, partnership, enrollment, and recruitment initiatives underway; demonstrates thorough knowledge of the University, sound judgment, well-developed professional skills, and tact in working with the public.
12. Collaborates with Austin Community College in promoting student success in its service area by providing access to higher education and workforce education.
 13. Leads efforts to seek additional funding, identify and develop grant proposals, and implements activities that will generate additional revenue for the Center.
 14. Maintains systems for the formal documentation of outreach contacts and activities; helps orient colleagues and transition the system into routine operations; maintains comprehensive and accurate records of own outreach efforts including information dissemination, training, consultation, and similar duties. Enters documentation into databases according to established procedures and time lines.
 15. Participates in the development of print and web-based materials designed to promote the GURCs and regional and national outreach programs; helps ensure that information about the GURCs and related initiatives is clearly represented on the web.
 16. Assists in planning and conducting professional meetings, e.g., GURC staff, Center for Innovative Thinking, etc.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Issues and lifelong learning needs for deaf and hard of hearing persons.
- Thorough understanding of the mission of the Austin Community College.
- Supervisory practices.
- Thorough understanding of Gallaudet University and Clerc Center programs and services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, which may include evenings or weekends.
- Strong organizational skills; able to maintain appropriate records, budgets, meet established time lines.
- Working well as an active, contributing member of a team, and work effectively with diverse groups of people.
- Fluency in American Sign Language and English.
- Planning and oversight of budgets.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Leading projects, communicates effectively with the public, and providing outstanding customer service.
- Working collaboratively.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Computer skills sufficient to manage workload efficiently, produce high quality communications, and manage database.
- Demonstrated proficiency using standard office software applications and prospect tracking and database systems.

Physical Requirements

Required

- Manual dexterity to use sign language.
- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years related work experience in coordination of professional programs and services in serving deaf and hard of hearing students, families, professionals, alumni, and the schools/agencies involved.

Preferred

- More than two years work experience in coordination of professional programs and services in serving deaf and hard of hearing students, families, professionals, alumni, and the schools/agencies involved.

Education

Required

- Master's degree in education, counseling, administration, or deaf-related field.

Other

Required

- Some local and out of state travel is required.
- Reliable transportation for local travel.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.