

Program Manager, Disability Resource Center
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

Job Title	Program Manager, Disability Resource Center
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Sep. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5653904

Apply By Email

Job Description

Image not found or type unknown



Program Manager, Disability Resource Center

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC) located in Reno, NV, is seeking applicants for a Program Manager over the Disability Resource Center.

Program Manager, Disability Resource Center Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

The Disability Resource Center (DRC) assists students with disabilities in receiving equal access when participating in educational, co-educational and extra-curricular activities. This is accomplished by providing appropriate accommodations and services as required by federal laws, such as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

The Program Manager plays an important role in management and leadership of the DRC, as well as aiding the college in meeting compliance mandates by making educational materials and auxiliary aids available to students in a timely manner. This position also trains students in the use of assistive technology and faculty on strategies for making courses accessible and makes recommendations to the Program Director and the institution as a whole regarding accessibility and equal access.

This position collaborates with other NSHE institutions, state agencies and community organizations to address the needs of individuals with disabilities.

Minimum Qualifications

1. Bachelor's degree from an accredited institution
2. Three (3) years of related work experience
3. Familiarity with strategies for working with students with disabilities
4. Supervisory and budgetary management experience

Preferred Qualifications

1. Master's degree from an accredited institution
2. Experience working in a higher education, notably a community college, setting
3. Direct experience working in a college disability resource center, or the equivalent
4. Effective oral and written communication, along with interpersonal and organizational skills, with a diverse campus community
5. Experience in working with adaptive computer technology
6. Bilingual

Program Manager, Disability Resource Center Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

Major Responsibilities:

DRC Program Administration and Supervision

- Plan, develop and deliver co-curricular activities, workshops, and programming on topics designed to increase awareness of and support for individuals with disabilities
- Serve as an advisor and resource for administration, faculty, staff, students, system committees, and outside agencies in the areas related to the DRC, ADA, and Section 504.
- Manage and supervise staff, and others assigned to work within the Disability Resource Center
- Manage and supervise faculty additional assignments, along with temporary and part-time employees, assigned to work within the DRC
- Plan, develop, manage budgets related to programs and initiatives, and oversee expenditures

Oversee adaptive equipment and software in the DRC, Academic computers in labs, library and in the classroom (Including instructor's computers)

- Partner with Disability Resource Team to develop and assign appropriate student accommodations relating to adaptive technologies and equal access to the institution's educational process
- Research and make recommendations pertaining to new trends in assistive technology
- Research and follow ADA, 504 and Office for Civil Rights Judgments and make recommendations for campus wide policy and accessibility procedures pertaining to new trends in accessibility in law, technology and educational access
- Participate in strategic campus committees, as well as state-wide committees to Influence accessibility policy and procedures. Take an active role in creating and implementing policy and procedures to ensure (and increase) access for individuals with disabilities

Coordinate alternate media requests

- Evaluate alternate media requests and determine procedures regarding format delivery
- Work with faculty and departments to obtain print materials with sufficient lead time to permit timely processing and delivery to the student
- Track requests, manage workflow and notify advisor when materials delivery is delayed
- Investigate and make recommendations regarding new technologies and techniques to provide

Program Manager, Disability Resource Center Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

alternate format materials to ADA students

- Collaborate with other NSHE Institutions to facilitate a state-wide process for shared resources related to accessible materials and alternate media

Assist campus faculty, staff, and students to provide accessible educational materials and information, along with use of adaptive equipment and assistive technology

- Work with faculty and staff to ensure classroom materials are accessible to students based on individual need
- Assist instructors with upgrading materials such as Web sites, distance education and classrooms for accessibility
- Act as a resource for assistive technologies within the state as well as the TMCC campus community

College and community service

- Assist with the coordination of the ADA Committee to develop proposals and initiatives designed to advance a strategic and integrated approach in support of the College's strategic plan
- Participate in college committees, state-wide and NSHE committees and community organizations that promote disability awareness and accessibility
- Provide campus and community education in the areas of disability awareness and accessibility

Salary and Benefits Information:

Salary: \$71,615 - \$89,519 initial salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)

Program Manager, Disability Resource Center
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for three (3) Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

10/17/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of

Program Manager, Disability Resource Center Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Program-Manager--Disability-Resource-Center_R0143359-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.



Program Manager, Disability Resource Center
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245543>

Downloaded On: Sep. 26, 2024 11:52pm

Posted Sep. 20, 2024, set to expire Jul. 11, 2025

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Truckee Meadows Community College

,