

The **University of Montana** invites applications for the **Program Director for MonTECH at the Rural Institute for Inclusive Communities**. MonTECH provides assistive technology tools and services to people throughout the state of Montana and oversees various assistive technology (AT) programs. The successful candidate will solicit input from various stakeholders to effectively promote and direct the program. The program director will demonstrate discretion and independent judgment in regard to program efforts and will be responsible for remaining current with developments in the field of assistive technology.

The Director supervises full-time and part-time staff and student employees (currently 5 FT/PT staff and 3 students). Additionally, the position manages an advisory board and subcontractors who assist in completion of activities related to the MonTECH program mission. The Director develops, oversees, and manages assistive technology projects and programs to support the education, community living, and employment of people with disabilities living in Montana.

This position will directly supervise staff, manage multiple grants and contract budgets and coordinate assistive technology services throughout the state. Consultation and collaboration will be key functions of this position, both internally and externally.

Essential functions of the position include:

- Prepare grant applications and budgets to support major local, state and national AT programs
- Manage grant-funded activities; prepare reports as required by law, statutes and regulations; develop and monitor grant budgets; negotiation and monitor subcontracts and performance
- Hire, supervise and support staff to meet program objectives
- Serve as the Principal Investigator for the Montana Assistive Technology program, and related externally-funded initiatives
- Conduct program evaluation activities to ensure AT program services are response to consumers and stakeholders statewide
- Develop and maintain strong relationships with stakeholders across the state, including staff, university departments, disability advocacy organizations, social and human service agencies, media, public, AT consumers, etc.
- Oversee the development of marketing strategies, public awareness campaigns, public awareness materials, and products
- Oversee delivery of professional presentations and credit-bearing in-service training
- Facilitate student and faculty involvement in the assistive technology program by developing linkages across the Montana University System, and other Montana-based institutions of higher education, including offering practical experiences, internships, and/or research opportunities
- Support a statewide AT Advisory Council and related committees/ boards to meet state AT priorities
- Participate on local, state and national boards and councils, and develop strong professional partnerships
- Develop relationships with and conduct outreach activities to underserved areas of the state, including rural/frontier and reservation communities

- Be willing and able to travel and work non-standard hours (evenings and weekends), to meet program objectives
- Serve as a member of the Rural Institute's senior leadership group and serve as a liaison between the community and the Rural Institute programs and initiatives

### **Required Skills**

- Demonstrated competence in program management, communication, and effective staff supervision.
- Demonstrated understanding of and ability to engage with culturally-diverse stakeholders, including program beneficiaries, staff, and rural/frontier community partners, etc.
- Demonstrated ability to engage and network with multiple stakeholders, including people with disabilities, their families, and those who partner with them.
- Demonstrated experience in grant, budget, and contract development and management.
- Demonstrated experience in developing and implementing state-level training and technical assistance initiatives.
- Basic knowledge of assistive technology to promote full inclusion of people with various types of disabilities in education, community living, and employment.
- Demonstrated ability to utilize data and other information to problem-solve and develop/monitor goals and objectives for programs.
- Demonstrated ability to work well on a team and deliver effective leadership.

### **Position Details**

- Position is full-time, 1.0 FTE, Letter of Appointment and includes a comprehensive and competitive benefits package including Insurance package, mandatory retirement plan, partial tuition waiver, and wellness program
- Salary for this position is \$70,000 – \$80,000 annually commensurate with qualifications

### **Minimum Required Experience**

- Master's degree in a related field and five years of experience related to the essential functions of the position, OR an equivalent level of education and experience to meet the minimum qualifications of the position.

### **Preferred Qualifications**

- Terminal degree in a related field
- Demonstrated experience in marketing, outreach, and public awareness activities
- Demonstrated experience in large and small group presentations
- Knowledge, experience with, and understanding of the federal Assistive Technology Act, including relevant rules and regulations; disability laws, policies and regulations such as the Americans with Disabilities Act (ADA); Medicaid and private health insurance, Vocational Rehabilitation, Special Education, Centers for Independent Living, Montana Board of Housing, Montana Protection and Advocacy; and public and private agencies that serve older persons and individuals with various disabilities
- Enhanced knowledge of assistive technology to promote full inclusion of people with various types of disabilities in education, community living, and employment

## **About the Rural Institute for Inclusive Communities, UM, and Missoula**

We engage in research, provide education and interdisciplinary training, and develop model services that improve the skills, abilities, quality of life and satisfaction of people with disabilities in rural communities, their families and those who support and partner with them. We practice: (a) respectful partnership, (b) informed leadership and (c) evidence-based agenda-setting.

The University of Montana is a unit of the Montana University System with over 10,000 students. It is located in Missoula, a culturally vibrant community of about 72,000, surrounded by mountain grandeur which was recently ranked in the “**top 20 best college towns with a population of less than 250,000**” by the American Institute for Economic Research and ranked 9th in Outside Magazine’s “**The 16 Greatest Places to Live in America**” in 2014. Many national publications recognize Missoula for its **high quality of life**. Abundant recreational opportunities in surrounding state and national forests and nearby Glacier National Park and Yellowstone National Park complement a thriving intellectual atmosphere. The University of Montana offers eligible employees a generous benefits package that positively separates UM from other local employers and offers many programs and policies to support work-life balance for its employees.

The University of Montana is an Affirmative Action/Equal Opportunity employer and has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who would assist the University in demonstrating its five **priorities for action**: Place student success at the center of all we do; drive excellence and innovation in teaching, learning, and research; embody the principle of “mission first, people always”; partner with place; and proudly tell the UM story.