

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: PROGRAM MANAGER, WYO INSTITUTE FOR DISABILITIES (WIND)**

**Reports To:** Designated Supervisor

**UW Job Code:** 3501

**UW Job Family:** 3C – Instructional/Educational Service

**SOC Code:** 21-1099

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 1-5-17

### **JOB PURPOSE:**

Manage, develop, coordinate and implement multiple activities and programs for the department of WIND, including supervision of program staff, program components, program marketing and the development of assistive technology training for educators throughout Wyoming.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop future and oversee current activities of Wyoming Assistive Technology Resources (WATR) program, the state's Assistive Technology Act program, and related assistive technology initiatives in compliance with legislation and funding mandates and guidelines.
- Manage, develop, coordinate and implement multiple activities and programs for the department of WIND.
- Supervise program staff and coordinate advisory council.
- Develop, coordinate and implement complex projects designated for the development of WIND Assistive Technology Resources (WATR) and related assistive technology programs, which include events, conferences, training and workshops.
- Develop specific goals for development and implementation which may include joint projects with other Wyoming agencies and partners.
- Deliver, both in-person and via distance technology, and evaluate assistive technology professional development training.
- Coordinate, implement and evaluate a program of statewide assistive technology assessments.
- Assist in the implementation of programmatic and administrative policies and procedures.
- Represent the University of Wyoming, WIND and assistive technology programs at trade shows, meetings, and conferences.
- Identify appropriate accommodations as indicated by approved documentation; consult with other university offices.

## **SUPPLEMENTAL FUNCTIONS:**

- May provide guidance or supervision of WIND support staff.
- Perform other special projects and duties, as assigned.
- Serve on committees and represent the unit at various meetings and events.
- Recommend and participate in the development of policies and procedures.

## **COMPETENCIES:**

- Individual Leadership
- Independence
- Work Prioritization & Management
- Meeting Membership
- Strategic Planning
- Developing Organizational Talent
- Formal Presentation Skills
- Attention to Detail

## **MINIMUM QUALIFICATIONS:**

Education & Experience:

- **Bachelor's degree in a related field and 4 years progressively responsible work-related experience.**
- **Master's degree and 4 years work-related experience is preferred.**

Required licensure, certification, registration, or other requirements:

- **Assistive Technology Professional Certification (RESNA Certified) or ability to earn certification within one year of employment.**
- **Valid driver's license**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Fundamentals, terminology, techniques, equipment and materials of accessibility and assistive technology for individuals with physical, sensory and learning disabilities.
- Assistive Technology and Augmentative/Alternative Communication (AT/AAC) devices, computers and computer systems, hardware, peripherals and specialized software.
- Current federal & state disability law (Section 504 and 508 of the Rehabilitation Act) Title II of the American Disabilities Act (ADA) and Amendments Act (ADAAA), as they apply to programs and activities.
- Current laws regarding media accessibility, current delivery media formats, alternative text programs, captioning programs, and assistive technology options.
- Applicable University, federal and state rules and regulations.
- Project planning, leadership, and supervision theory, methods and practices.
- Assessment and data analysis techniques, methods and practices.

- University and community outreach entities and support organizations.
- Request for proposal techniques and methods.
- Special events planning methods and techniques.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Assess department needs and develop new or enhance existing programs.
- Integrate assistive technology with other technology applications and programs, operating systems, and computer technologies in varied environments.
- Understand, interpret and implement Federal, State and University policies and procedures.
- Organize and promote special events for the WATR Program.
- Apply problem-solving techniques and professional judgment in complex, confidential and sensitive situations.
- Access, establish and maintain a network of community agencies for resources and referral purposes to support individuals with disabilities.
- Work effectively with faculty, staff, students, families and other customers from different backgrounds.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Adhere to high standards of integrity, confidentiality, and honesty.
- Work as a team member and foster a cooperative team environment.

### **WORKING CONDITIONS:**

Routine office working conditions. Regular in-state and out-of-state travel to special events; exposed to regular repetitive hand movement for computer usage.

### **DISTINGUISHING FEATURES:**

**Assistive Technology Program Associate:** Functions under general supervision to provide project assistance for WIND Assistive Technology Resources (WATR) program to support individuals, families and professionals in the use of Assistive Technology. Typically has limited authority for independent judgment and decision-making.

**Assistive Technology Program Specialist:** Functions under limited supervision to coordinate specific activities, outreach, presentations and training for WIND Assistive Technology Resources (WATR) Assistive Technology lab. Provides assistance with program goals and objectives, as directed.

**Assistive Technology Program Specialist, Senior:** Functions under very limited supervision to develop and implement multiple activities and programs for WIND Assistive Technology Resources (WATR) program, including supervision of program components, program marketing and the development of Assistive Technology training to educators throughout Wyoming.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.