Job Opportunities
University of the District of Columbia (UDC)

Position: Associate Director, Counseling and Rehabilitation Services

Salary Range: AD-301-05/01-06 $59,173 - $70,448 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to: Director, Counseling and Development Center, Vice President, Student Affairs

Closing Date: Open Until Filled

Announcement Number: 07-30

Date: 03-05-2007

Brief Description of Duties

Serves as the chief assistant to the Director of Counseling in discharging the responsibilities of that office and supervises professional employees.

Assures the University complies with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, the District of Columbia Law Against Discrimination and other federal and state regulations pertaining to persons with disabilities.

Provides appropriate training, seminars, and programs for students, faculty, and staff regarding disability issues; oversees the development of communication materials describing the work of the office.

Participates in the resolution of ADA complaints in conjunction with other members of the University community.

Develops learning disability support services in collaboration with existing academic support units.

Qualifications Required

A master’s degree in counseling, student personnel services or higher education administration and three years of specialized experience which includes two years of supervisory experience is required. One year

(see reverse side)

The University of the District of Columbia is an equal opportunity employer
of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

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The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers
University to the District of Columbia
Office of Human Resources
Building 38, Suite 301
4200 Connecticut Avenue, N.W.
Washington, D.C. 20008