



**Vacancy Notice  
Associate Director  
Administrative Staff  
St. Thomas  
Job Code: 0600171/120941**

<b>Department:</b>	VIUCEDD-STT
<b>Assignment:</b>	The successful candidate in collaboration with the Executive Director will oversee and ensure the day to day operation of VIUCEDD while providing dynamic leadership that will enhance the growth of the program; ensure that all reporting and compliance requirements are met for each funding source; assist in deploying resources efficiently and effectively towards organizational goals; and foster effective working relationships with other agencies involved in service to individuals with developmental disabilities. The candidate will also collaborate with non-profit disability and government organizations and conduct workshops and other related activities to empower and educate parents, students and family members about the rights of individuals with disabilities; develop public awareness activities to inform and sensitize the wider community about issues that impact individuals with disabilities; and perform other related duties as assigned.
<b>Qualifications:</b>	Master degree in Special Education, Disability Studies, Developmental Psychology, Social Work or other related areas is required. Doctorate degree is preferred; A minimum of 5 years of work experience with organizations that serve people with disabilities is required; Demonstrated institutional, organizational, analytical, and communication skills.
<b>Compensation:</b>	The salary range for this position is \$56,318.00-\$90,185.00 for the administrative year. Benefits include a generous TIAA-CREF or the Virgin Islands Government Retirement Plan, as well as, a comprehensive group medical, dental, and life insurance program.
<b>Travel &amp; Shipping</b>	If applicable, one-way economy airfare to St. Croix for appointee and immediate family and an agreed upon amount based on policy for shipping allowance will be paid by the University upon presentation of receipts.
<b>Application Deadline:</b>	Open Until Filled.
<b>Please visit our career site at <a href="https://careers.uvi.edu">https://careers.uvi.edu</a> to complete an application and apply for this position.</b>	

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Interested individuals with a disability, call (340) 693-1410 for assistance.