



AUCD Trainee Leadership Opportunities

With AUCD members in every state and territory, our trainees have an incredibly powerful reach. There are opportunities to build, enhance, and contribute to a network across all 67 University Centers for Excellence in Developmental Disabilities (UCEDDs) and 52 Leadership Education in Neurodevelopmental and Related Disabilities (LENDs). Through these experiences, AUCD trainees can develop their leadership and communication skills, learn about key issues and promote the meaningful exchange of information related to people with disabilities and special health care needs, and become more familiar with the broader AUCD network while having a national impact on the disability field.

Trainee Leadership Positions include:

- Virtual Trainee (VT) – paid
- Assistant Virtual Trainee (AVT) – paid
- Trainee Liaison (TL) – volunteer

If you have any questions about any of the opportunities, please contact the MCH Program Specialist, Christine Liao, at cliao@aucd.org or 240-821-9462.



AUCD Virtual Trainee (VT)

The [Virtual Trainee](#) (VT) is an enthusiastic and passionate individual who works remotely from their home Program or Center to build and enhance a network among trainees across all our AUCD member sites (LENDs and UCEDDs). The VT serves as the connection point between the national network and each Program/Center by ensuring trainees receive relevant information and opportunities related to leadership, research, grants, fellowships and more. On top of the communication responsibilities, the VT has an opportunity to learn how to manage, sustain, and evaluate an ongoing project that highlights the diverse emerging leaders in our network. Furthermore, the VT communicates with trainees regularly to solicit feedback regarding engagement and professional development opportunities, and represents the trainee voice in interactions with the AUCD national office, Board and Councils.

The AUCD VT has an exciting opportunity to:

- Develop their leadership and communication skills
- Innovate and implement communication strategies that promote the meaningful exchange of information related to people with disabilities and special health care needs to the network
- Learn how to collect information from focus groups, surveys, etc. to evaluate effectiveness of communications and outreach, and then adapt strategies based on data
- Work and collaborate with diverse stakeholders on webinars, in-person activities, and other initiatives
- Connect with the broader AUCD Network while having a national impact on the disability field

Click here to learn more about former Virtual Trainees and their experiences.

The VT position spans one full academic year (August through May). The VT receives direct supervision from the MCH Program Specialist. AUCD will provide a \$1,000 stipend each semester, paid to the individual or program based on Program/Center policies, plus funding appropriate travel costs and accommodations to attend the [AUCD Annual Conference](#) (typically in November) and the [Disability Policy Seminar](#) (typically in March); both events are held in Washington, D.C.

The primary responsibilities of the VT include:

- Enhancing communication, collaboration and dissemination of topical and relevant information among trainees nationwide by using a variety of web-based platforms (e.g. social media, e-mail listservs, websites, and webinars)
- Recruiting, collaborating with, and following up with Trainee Liaisons (trainee representatives from each Program and Center) to enhance the reach and impact of communications
- Assisting with the planning and execution of trainee-focused activities at AUCD in-person meetings, and attending other relevant events as allowable
- Serving as a trainee representative to the broader AUCD network; interacting with leaders at Board, Director, and Council meetings, plus other gatherings of network members that may take place during the year
- In late Fall, assisting the MCH Program Specialist with recruiting and interviewing candidates for the Assistant Virtual Trainee (AVT) position
- Organizing and coordinating the efforts to orient trainees (e.g. "Welcome" webinar in September) and help them leverage their experiences (e.g. "End of the Year" webinar in April)
- Showcasing our diverse network through an interactive virtual map project, to include: participant recruitment, information dissemination, and evaluating its effectiveness/relevance on an ongoing basis

Qualifications

- Already completed one academic year of training at an AUCD member site (LEND or UCEDD)
- Be a current AUCD Trainee for the upcoming academic year
- Capacity to work remotely from your home Center or Program for 4-5 hours a week (some weeks will require more hours and others less)



- Can attend the AUCD Annual Conference and the Disability Policy Seminar
- Foundational knowledge of the AUCD network and a desire to learn more
- Interest in national issues related to leadership and people with disabilities
- Cultural and linguistic competence in interactions with colleagues and professionals from around the country representing a wide range of abilities, racial and ethnic backgrounds, and cultural identities
- Exceptional communication skills
- Familiarity with using a variety of web-based communication platforms (e.g. social media)
- Ability to work independently
- Availability for one-hour weekly supervision during daytime business hours (i.e. 9:00am – 5:00pm ET)

Application process:

- Application opens in May and closes in July
- Includes:
 - Your resume or CV (brief: no more than 2 pages)
 - A letter of interest
 - A statement of support from your UCEDD or LEND Director or Training Director



AUCD Assistant Virtual Trainee (AVT)

The Assistant Virtual Trainee (AVT) is a trainee who has a strong desire to learn more about project management and the importance of engaging others to advance the mission of a national nonprofit and its broader network. The AVT will have designated responsibilities within the Virtual Trainee (VT)'s annual virtual map project that aims to highlight and connect the diverse and emerging leaders in the network. The VT and AVT will work together to maintain, sustain and evaluate the virtual map to ensure its relevance and success. Additionally, the AVT will help the VT brainstorm strategies on how to effectively communicate with trainees nationwide through a variety of web-based platform. Lastly, the AVT will have the opportunity to manage a project from start to end that helps brand AUCD: the t-shirt contest. The contest allows trainees to submit their own t-shirt design that will be worn at the Disability Policy Seminar, and by hundreds of Directors, Training Directors and trainees nationwide.

The AUCD AVT has the exciting opportunity to:

- Develop their leadership and communication skills
- Learn how to evaluate effectiveness of communication and outreach, and adapt strategies based on data collected
- Work and collaborate with diverse stakeholders on webinars, in-person activities, and other initiatives
- Connect with the broader AUCD Network while having a national impact on the disability field

The AVT position spans one Spring semester (January through May). The AVT receives direct supervision from the MCH Program Specialist, who is a full-time AUCD staff member. AUCD will provide a \$500 stipend, as well as fund all appropriate travel costs and accommodations associated with attending the [Disability Policy Seminar](#) typically in March or April.

The primary responsibilities of the AVT include:

- Attending a one-hour weekly check-in with the VT and AUCD Central Office staff
- Assisting the VT with generating and implementing new ideas for effective communication and connection between trainees at all Centers and Programs
- Utilizing a variety of web-based platforms (e.g. social media, e-mail listservs, websites, and webinars) to share important information and engage trainees
- Overseeing the t-shirt contest before and during the Disability Policy Seminar, including managing the marketing, recruiting and selling activities
- Working with the VT on the virtual map, to include: participant recruitment, information dissemination, and evaluating its effectiveness/relevance on an ongoing basis
- Assisting the VT in planning end-of-the-year activities (e.g. "End of the Year" webinar in April) for trainees

Are you interested in project management? Stakeholder engagement? Advancing the mission of a national nonprofit organization that shares your commitment to improving the lives of people of disabilities?

AUCD is looking for a highly motivated current AUCD Trainee (LEND, UCEDD, Diversity Fellow or IDDRC) with strong communication skills and a desire to connect with other leaders on a national level during the Spring semester (January through May).

Qualifications:

- Capacity to work remotely from your home Center or Program for approximately 2-3 hours a week (some weeks will require more hours and others less)
- Availability for one-hour weekly supervision during daytime business hours (i.e. 9:00am – 5:00pm ET)
- Ability to attend the Disability Policy Seminar (typically in March or April) in Washington, D.C.
- Foundational knowledge of the AUCD network and a desire to learn more



- Interest in national issues related to leadership and people with disabilities
- Cultural and linguistic competence in interactions with colleagues and professionals from around the country representing a wide range of abilities, racial and ethnic backgrounds, and cultural identities

Application Process:

- Application opens in November and closes in December
- Includes:
 - Your resume or CV (brief: no more than 2 pages)
 - A letter of interest
 - A statement of support from your UCEDD or LEND Director, Training Director or faculty mentor



AUCD Trainee Liaisons (TL)

Trainee Liaisons (TLs) are trainees at LENDs and UCEDDs who volunteer to serve as a conduit for communication on trainee-related matters between their Program/Center, other AUCD member sites, and the national network for one full academic year (typically August to May). TLs provide the [Virtual Trainee](#) (VT), Assistant Virtual Trainee (AVT) and AUCD staff with direct access to trainee opinions, how to improve communication strategies and share ideas of how to help trainees connect with the AUCD network. They play a vital role in encouraging and helping trainees at their Program/Center be actively involved in the AUCD network.

TLs have the exciting opportunity to:

- Enhance their leadership and communication skills
- Form relationships with diverse AUCD trainees from across the country
- Provide input to AUCD staff on how to improve upon AUCD trainee activities and initiatives
- Learn how a national organization communicates with its members and other partners

The primary responsibilities of a TL include:

- Relaying network messages to trainees at their Program/Center
- Engaging other trainees in AUCD network activities
- Initiating network-wide discussions with trainees locally
- Utilizing social media and available technology to increase trainee collaboration and communication
- Contributing to network-wide trainee projects such as the VT's virtual map project (and others as they arise)

Requirements:

- Participate in one-hour quarterly calls (October, February and April)
- Spend approximately two (2) hours per month sharing information from your Program/Center with the larger AUCD network and vice versa on social media and other web-based platforms
- Submitting an article to [AUCD 360](#) about your Program/Center
- Attending at least one AUCD webinar during the year and regularly encouraging other trainees to participate when topics of interest are being covered
- Facilitating a group discussion with trainees in your discipline about key information you learned at the AUCD Annual Conference (if attending), then reporting back to the Virtual Trainee and AUCD staff

Application Process:

- Recruitment begins in September. There are two ways to become a TL:
 1. Director / Training Director identifies a trainee and asks him/her to be a TL
 2. A trainee expresses interest, and Director/Training Director must agree
- Director/Training Director will email the Virtual Trainee (virtualtrainee@aucd.org) and cc the identified Trainee with:
 1. Name
 2. Discipline
 3. Your Program/Center
- Virtual Trainee will send a confirmation email and add the identified trainee as the TL for the Program/Center

Note: There can only be one TL per Program/Center.