

**Purdue University**  
**Assistant Dean of Students/Director of the Disability Resource Center**

Purdue, one of the leading land-grant public universities in the nation, is a comprehensive educational and research institution and a member of the American Association of Universities (AAU). With a budget in excess of \$1.7 billion on its main campus in West Lafayette, Indiana, the university offers undergraduate, graduate, and professional degrees through its 10 colleges/schools. More than 40,000 students are currently enrolled along with 15,000 employees, including 3,000 faculty members. Purdue also governs three regional campuses in Fort Wayne, Hammond, and Westville, Indiana. Located 65 miles northwest of Indianapolis and 125 miles southeast of Chicago, Illinois, the greater Lafayette community of 125,000 people is known for its exceptional quality of life.

The Office of the Dean of Students is seeking applications and nominations for the position of assistant dean of students/director of the disability resource center with responsibility for supervision of the Disability Resource Center (DRC). The position requires excellent interpersonal, communication and organizational skills; demonstrated knowledge of current disability law and best practices in providing accommodations in a post-secondary educational setting; and a demonstrated knowledge of Web accessibility challenges and familiarity with assistive technology and software used by students with disabilities. Also required are demonstrated abilities in problem-solving, prioritization, managing multiple administrative tasks and decision making; the ability to work collaboratively, in a group and/or independently with individuals from diverse backgrounds; demonstrated leadership and supervisory skills as well as a knowledge of budgeting principles and procedures. The assistant dean will lead the DRC team in the administration and coordination of the Center, which provides services to students with disabilities. Duties include providing supervision and direction to the DRC staff; reviewing and updating policies and procedures to ensure conformance with recent Office of Civil Rights (OCR) and legal decisions; tracking, analyzing and communicating program metrics; managing the program budget and tracking costs. In addition, the assistant dean serves as a member of Purdue's Advisory Council on Disability Issues.

The successful candidate will have a master's degree in vocational rehabilitation, counseling, higher education administration or a related field; an earned doctoral degree is preferred. The position requires five years of progressive supervisory experience preferably in a higher education setting. The candidate must have a proven track record of experience and knowledge about disability issues in higher education, gained by active participation in professional organizations and conferences. Highest levels of verbal and written communication skills are a must for advocating and contributing to the overall leadership and vision of the DRC. The chosen candidate must also possess knowledge and skills to assess and evaluate services and programs.

Review of applications will begin immediately and will continue until the position is filled. For optimal consideration please submit materials by February 26, 2010. A resume with an accompanying cover letter may be submitted via the SJG — The Spelman & Johnson Group website at [www.spelmanandjohnson.com](http://www.spelmanandjohnson.com) under the Open Positions link. Nominations for this position may be emailed to Jennifer N. Hiatt at [jnh@spelmanandjohnson.com](mailto:jnh@spelmanandjohnson.com). If you are unable to submit materials electronically, please call SJG at 413-529-2895.

**SJG — The Spelman & Johnson Group**  
Purdue University – Assistant Dean of Students/Director of the Disability Resource Center  
Jennifer N. Hiatt, Search Associate

**Visit Purdue University's website at [www.purdue.edu](http://www.purdue.edu)**

Purdue University is committed to affirmative action, equal opportunity and diversity of its workforce.