

## **Project Director**

The National Research and Training Center on Blindness and Low Vision (NRTC) at Mississippi State University invites applications for a project director. The mission of the NRTC is to enhance employment and independent living outcomes for individuals who are blind or visually impaired through research, training, education, and dissemination. The director will serve as the Principal Investigator of the Older Individuals who are Blind Training and Technical Assistance Center (OIB-TAC) grant.

### **Position Function:**

The function of the project director of the Older Individuals who are Blind – Training and Technical Assistance Center (OIB-TAC) is to supervise and coordinate the Center's activities, its staff, and external consultants. The OIB-TAC is housed within the National Research and Training Center on Blindness and Low Vision. Responsibilities include planning and development of training to assist designated state agencies (DSA) and other service providers who provide independent living services to older individuals who are blind, in improving their programs. The project director also plans and coordinates all elements of grant management, evaluation, reporting and program accountability to the Rehabilitation Services Administration (RSA).

### **Duties and Responsibilities**

1. Oversee the completion of all center activities, including the six specific projects funded under the center, in order to meet the goals of the OIB-TAC.
2. Develop and implement a management plan to ensure that the projects' outcomes are achieved within timeline and within budget.
3. Supervise and coordinate the planning, development and implementation of the OIB-TAC staff, external consultants, and subcontractor's assignments; review work and evaluate results.
4. Establish and maintain effective working relationships with DSAs to aid in the successful implementation of OIB-TAC program goals and objectives.
5. Support DSAs and OIB-funded service providers to strengthen fiscal and management practices, comply with program standards, and increase program efficiency.
6. Coordinate all elements of evaluation, reporting, and program accountability for the OIB-TAC, for submission to the RSA, to include the submission of monthly, quarterly, and annual reports.
7. Coordinate and collaborate with other federal training and technical assistance projects and national service and advocacy organizations to establish and maintain a community of practice for professionals working with older individuals who are blind.
8. Manage OIB-TAC funds according to Mississippi State University, RSA, and applicable Federal Guidelines and Regulations.
9. Oversee the development of training activities and training materials as needed for training and technical assistance activities of the OIB-TAC.
10. Measure and track the effectiveness of the training and technical assistance provided by the OIB-TAC.
11. Oversee the development of cooperative agreements between DSAs and the university.
12. Provide other services in relation to the OIB program as directed by RSA.
13. Lead the development of the next grant proposal and budget for submission to RSA.
14. Related duties as assigned.

### **Minimum Qualifications:**

1. Master's degree in rehabilitation counseling, gerontology, vision rehabilitation therapy/rehabilitation teaching, orientation & mobility, or a closely related field

2. Minimum of five years of related experience, which includes working with adults with vision loss and administrative experience

**Preferred Qualifications:**

1. Certification credentials/licensure in at least one rehabilitation-related area
2. Experience presenting to groups
3. Grant writing experience
4. Grant management experience
5. Knowledge of the special needs of senior adults with vision loss
6. Experience developing and implementing training programs and evaluations
7. Expertise with a variety of software, including word processing, spreadsheets, and presentation
8. Ability to work effectively with state agencies and federal funding agencies.
9. Ability to assign work efforts of staff and subcontractors to ensure OIB-TAC project objectives are met accurately and timely.
10. Experience in program administration, staff supervision, and budget management.
11. Excellent written, verbal communication, and interpersonal skills

**Working Conditions:**

1. Extensive overnight travel within the U.S. in order to provide training and technical assistance to state agency personnel; attend and present at national conferences; and exhibit at national conferences to promote the center's projects.
2. This job operates in a professional academic office environment in a university research unit.

If you are interested in helping the NRTC accomplish its mission, please apply for the position at Mississippi State University's website: <http://explore.msujobs.msstate.edu>, PARF Number 496947 (job title—Project Director), and submit a letter of application, resume or curriculum vitae, and names and contact information for at least three references to [NRTCjobs@colled.msstate.edu](mailto:NRTCjobs@colled.msstate.edu). Contact B. J. LeJeune or Michele McDonnall at 662-325-2001 if you have questions. Persons with disabilities, especially those with vision impairments, are urged to apply. View the NRTC website at <http://blind.msstate.edu/>

MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Women, minorities, and individuals with disabilities are encouraged to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.