

## **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 two federally-funded Rehabilitation Services Administration (RSA) grants: the Older Individuals who are Blind Training and Technical Assistance Center grant and the Vision Specialist Program.

### **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 developing training and technical assistance activities to assist designated state agencies (DSA) and other organizations that provide independent living services to older individuals who are blind in improving their programs. The project director will lead the Vision Specialist Program (VSP) project, which provides students an academic certificate in blindness and low vision. The project director also plans and coordinates all elements of grant management, evaluation, reporting, and program accountability to RSA.

### **Duties and Responsibilities**

1. Oversee completion of all center activities, including all projects funded under the Center, to meet the goals of the OIB-TAC. These include
  - a. Provision of intensive technical assistance and development of a SWOT analysis, assessment of needs, and development, implementation, and follow-along on goals.
  - b. Planning and implementation of an annual virtual conference and/or in-person meeting for approximately 70 program managers
  - c. Over-seeing a community of practice website
  - d. Development and maintenance of collaborative relationships across the vision loss and aging networks
  - e. Development of continuing education materials
  - f. Regular interaction with program managers.
2. Develop and implement a management plan to ensure that the projects' outcomes are achieved within timeline and 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, including monthly, quarterly, and annual reports.
7. Manage OIB-TAC and VSP funds according to Mississippi State University, RSA, and applicable Federal Guidelines and Regulations.
8. Oversee the development of training activities and training materials as needed for training and technical assistance activities of the OIB-TAC.
9. Measure and track the effectiveness of the training and technical assistance provided by the OIB-TAC.
10. Oversee the development of cooperative agreements between RSA and the university.

11. Provide other services concerning the OIB program as directed by RSA.
12. Oversee the VSP, including student recruitment, student selection, course instruction, supervising other instructors and NRTC staff in relation to VSP, and meeting RSA reporting requirements.
13. Lead the development of the next grant proposal and budget for submission to RSA (in 2024 and 2025).
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 with strategic planning and program evaluation
7. Experience developing and implementing training programs and evaluations
8. Expertise with a variety of software, including word processing, spreadsheets, and presentation
9. Ability to work effectively with state agencies and federal funding agencies.
10. Ability to assign work efforts of staff and subcontractors to ensure OIB-TAC project objectives are met accurately and timely.
11. Experience in program administration, staff supervision, and budget management.
12. Excellent written, verbal communication, and interpersonal skills

**Working Conditions:**

1. Overnight travel within the U.S. 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 503089 (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 Michele McDonnall ([mmcdonnall@colled.msstate.edu](mailto:mmcdonnall@colled.msstate.edu)) 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.