

Director, The ARCH Program

Roberts Wesleyan University

Full-Time, Exempt

Salary: \$55,000.00 annually

Program Overview

The ARCH Program at Roberts Wesleyan University is a certificate program that provides inclusive academic, social, and career opportunities for students with intellectual and developmental disabilities.

Roberts Overview

Roberts Wesleyan University is a comprehensive, Christian university of the liberal arts, sciences, and professions serving approximately 1800 traditional and nontraditional students at the undergraduate and graduate levels. The University is committed to integrating a Christian worldview with learning in order to prepare thoughtful, spiritually mature, service-oriented people who will help transform society. Roberts believes that all people are created in the image of God and, therefore, values and affirms human diversity and is committed to providing a supportive environment that promotes awareness of, sensitivity to, and appreciation of human diversity. In support of the diversity of thought, Roberts has more than 60 undergraduate programs/majors, including 6 different adult-degree completion programs, 14 graduate programs, and 12 online programs; our first doctoral program launched in 2016.

Program Goal

The ARCH Program at Roberts Wesleyan University facilitates opportunities for students to earn a credential that demonstrates specific academic, social, and career competencies. These competencies:

1. develop students' individual skills and talents to enhance the many dimensions of personal growth,
2. engage in community-wide campus social activities,
3. engage in spiritual formation opportunities across campus, and
4. assist in preparation for students to be engaged community members seeking competitive, integrated employment.

The Program Director will play a pivotal role in designing, implementing, and overseeing a comprehensive, inclusive post-secondary education program, which is designed to support students with intellectual disabilities who want to continue academic, career, and independent

skills instruction to prepare for employment and community living. This position requires a blend of administrative leadership, program development, and advocacy skills to ensure the delivery of high-quality, inclusive education and support services.

Duties and Responsibilities

Program Development and Implementation

- Implement and refine the overall vision, goals, and objectives of The ARCH Program in alignment with institutional mission;
- Design and support program components and support services tailored to the unique needs and abilities of students with intellectual disabilities;
- Create policies, procedures, and protocols to document program design. This includes systems related to application review, peer mentoring, and internship processes, along with the additional program areas as implemented;
- Collaborate with faculty, staff, community partners, and relevant stakeholders to create a supportive and inclusive learning environment that fosters academic, social, and vocational growth;
- Engage in program fund development opportunities through marketing and community outreach;
- Assisting individuals/families navigating Medicaid Waiver and self-direction processes, financial aid, and scholarship opportunities; and
- Ensure compliance with relevant laws and regulations governing postsecondary education programs for students with disabilities.
- Lead workshops for faculty, staff, and student workers to help support the integration of The ARCH Program students
- Coordinate with all applicable on-campus departments to ensure the full inclusion of students on campus

Student Recruitment and Admissions

- Develop and execute strategies to recruit and enroll a diverse cohort of students with intellectual disabilities;
- Coordinate admissions processes, including application review, interviews, and assessment of student readiness for postsecondary education, information sessions, open houses, orientations; and
- Provide guidance and support to prospective students and their families throughout the admissions and transition process, addressing questions, concerns, and accommodation needs and working in conjunction with relevant stakeholders (care coordinators, etc).

Student Support and Success

- Aid in the development and/or facilitation of campus- and community-based internships;

- Oversee the delivery of comprehensive support services, including academic advising, career readiness, person-centered planning, accessibility, and campus engagement, as needed;
- Collaborate with faculty and staff to ensure creation of individualized learning plans and monitoring of student progress towards academic, career, and co-curricular goals; and
- Implement strategies to promote student engagement, self-advocacy, and self-determination; support students to navigate campus and community life; and help them pursue meaningful post-graduation career pathways.
- Supervision and development of peer mentors and/or academic coaches

Program Evaluation and Improvement

- Establish performance metrics and assessment tools to evaluate program effectiveness, student outcomes, satisfaction levels, and review data on an ongoing basis
 - Plan and lead advisory committee meetings
 - Develop and maintain a program budget
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Required Qualifications

A successful candidate will be able to demonstrate multicultural competence, including cultural humility, and value the principles of diversity, equity, and belonging.

The ideal candidate will have the following background, credentials, and/or characteristics:

Education & Experience

- Master's degree in Education, Special Education, Disability Studies, Rehabilitation Counseling, Social Work, or a related field.
- Bachelor's degree with significant, applicable field experience will be considered.

Background with Intellectual Disabilities

- Experience supporting individuals with intellectual disabilities and their families in special education or similar agency settings.
- Experience may include teaching, counseling, program coordination, or K-12/postsecondary administration.
- Experience working with government funding systems (e.g., Medicaid waiver program) is key.

Leadership & Administration

- Experience in leadership and administrative roles, including staff oversight.
- Experience developing, implementing, and managing programs.

- Experience with budget management, staff supervision, and collaboration with diverse stakeholders.

Legal Knowledge

- Experience applying federal and state laws on disability rights, special education, and postsecondary education (e.g., ADA, IDEA, HEOA).

Inclusive Program Design

- Experience creating inclusive learning environments, defining learning objectives, and assessing program success.
- Experience in curriculum development, program design, and assessment methodologies is an asset.

Communication Skills

- Strong communication skills for engaging with students, families, faculty, staff, and external partners.
- Experience advocating for inclusive practices, raising awareness of disability issues, and building community support.

Professional Development

- Commitment to ongoing professional growth and staying current with emerging trends, best practices, and research in inclusive education and transition services.
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