The Center for Students with Disabilities seeks an Associate Outreach Specialist. There are currently 8 positions to fill at 75%-100% FTE. This is a 1 year fixed term position, renewable up to 4 years depending on funding.

JOB DETAILS:
Be a part of dynamic team providing support to a statewide project. The project is in partnership with Department of Workforce Development, Division of Vocational Rehabilitation, and will providing career counseling and referral information for subminimum wage workers with a disability in the community or workshop regarding integrated employment. Additionally, provide ongoing documentation every six months during the first year of employment and annually thereafter related to employment outcomes and career counseling. This is in compliance with WIOA Federal Section 511 and the Department of Labor. This is a statewide project and this position will provide career counseling/interviewing and information to workers. If you are organized, an excellent communicator and detailed oriented this is a great opportunity. This position is renewable based upon funding up to 3 years.

QUALIFICATIONS:
Minimum Qualifications:
- Bachelor's degree in the Social Sciences, Education, or Social Work from an accredited college or university required, Master's degree in Vocational Rehabilitation Counseling, Social Work, Special Education, Psychology, Social Sciences, or other related degrees highly desired
- Minimum of 2 years of experience working in human services, education or related field with persons with disabilities
- Experience working with people with disabilities required, preferably people with developmental, intellectual, severe or complex disabilities
- Knowledge of subminimum wage employment and competitive, integrated employment preferred
- Excellent written and verbal communication skills with diverse populations, including those with varying communication styles and abilities, are essential
- Familiarity with Microsoft Office software, especially Outlook email and calendar
- Ability to thrive in a fast-paced environment
- Ability to travel independently 75%
- Must have valid WI driver's license or have independent transportation
- Must meet UW-W driver's requirements

Knowledge and Abilities:
- Knowledge of employment services, vocational rehabilitation, career counseling, transitional services, or other disability related services and work preferred
- Experience (highly desired) or knowledge in career and disability counseling and direct service delivery with people with disabilities, preferably adults, and their families
- Excellent interpersonal and communication skills with a wide range of stakeholders, experience or training with motivational interviewing preferred
- Ability to interact and communicate with individuals with disabilities with a wide range of abilities and communication styles
- Demonstrated adaptability and problem-solving ability
- Ability to work with survey tools and databases
- Ability to manage multiple priorities and deadlines effectively
- Ability to create and write reports that are substantiated
- Ability to work with and contribute to a dynamic team
- Ability to manage time and responsibilities effectively and work independently in the field
- Proficient with technology and software such as Outlook, Work, Excel and other business standard software
- Ability to set up remote office with reliable high speed Wi-Fi connection or hotspot

RESPONSIBILITIES:
Responsibilities 80%
Provide career counseling, information and resources, and referrals to subminimum wage employees during in person interviews in assigned regions;
Schedule interviews and manage interview and travel logistics, and interview preparations;
Complete all necessary documentation and reports in a thorough, accurate, and timely manner;
Communicate with subminimum wage employees, guardians and family members, vocational providers, and other stakeholders as applicable to ensure consistency and coordination of service delivery;
Travel within assigned region to complete interviews;
Comply with all University, partner agencies, state and federal regulations and confidentiality and compliance requirements, and uphold the ethics of their respective discipline;
Will be an active participant in following applicable safety rules and regulations including necessary training and drills.

Other Required Activities  20%
Participate in all required meetings, monthly meetings and other team projects;
Develop resources related to integrated and community resources for assigned areas; Provide referral resources;
Provide support to the Project Manager on specific projects;
Other duties as assigned

DEPARTMENT INFORMATION:
The Center for Students with Disabilities is the identified department for providing academic and other access to students with disabilities. CSD actively collaborates with students, faculty, and staff to create an inclusive, accessible university experience. CSD is dedicated to promoting diversity and an equal opportunity for students to fully participate in all aspects of their education and university life. Additionally, CSD has ongoing projects and partnerships with other state agencies to facilitate employment and community opportunities for individuals with disabilities across the state of Wisconsin.

CAMPUS INFORMATION:
The University of Wisconsin-Whitewater is a regional comprehensive university with an enrollment of more than 12,000 students. UW-Whitewater has reached record enrollment four of the last five years and offers 50 majors in four colleges. UW-Whitewater also offers 15 master's degree programs and recently added a Doctorate of Business Administration. UW-Whitewater students achieve excellence in the classroom and on the playing field. In the 2014-15 Academic Year, UW-Whitewater was the first university in NCAA history at any level to win national championships in football, basketball and baseball in a single year. The campus offers more than 200 student organizations and is a vital economic engine for southeastern Wisconsin. UW-Whitewater is situated on 400 acres of land and has an annual budget of more than $219 million. - See more at: http://www.uww.edu/news

ORGANIZATION INFORMATION:
UW-Whitewater is part of the 26-campus University of Wisconsin System. Located in a community of 14,622 residents near the scenic Kettle Moraine State Forest in southeastern Wisconsin, Whitewater is within convenient driving distance to the metropolitan areas of Milwaukee, Madison, and Chicago.

SPECIAL NOTES:
The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer, and actively seeks and encourages applications from women, people of color, persons with disabilities, and all veterans.

Wisconsin Statute 19.36(7)(b) provides that applicants for positions may indicate in writing that his or her identity should be kept confidential. In response to a public records request, the University will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wisconsin Statutes 19.36 (7)(a).

The University of Wisconsin - Whitewater requires that all employees be active participants in following applicable safety rules and regulations including necessary training and drills.

UW-Whitewater conducts criminal background checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

For UW-W Campus safety information and crime statistics/annual Security Report, seehttp://www.uww.edu/asfr. If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.

TO ENSURE CONSIDERATION:
Ongoing recruitment will occur for this position. Priority will be ensured for applications completed by December 23, 2016. Completed applications will be considered until all positions are filled.
A completed application consists of a letter of interest, resume and three references with full contact information. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.

If you have questions regarding this recruitment, or if you are not able to complete the application online due to a disability or system problem, please contact Human Resources at 262-472-1024 or hrstudent@uww.edu.

For questions regarding the position please contact:

Becky Mueller
External Grants Manager
262-472-1049
muellerr@uww.edu

**TO APPLY:**
Only complete application packages will be considered.

**A complete application includes online submission of the following documents:**
- letter of interest, resume, and three current references

**Who are you?**

*The job ID is: 12662*

A potential applicant who is NOT currently employed by the University of Wisconsin System, click here: [UW-Whitewater External Applicants](#)

A current employee of the University of Wisconsin System, click here: [UW-Whitewater Internal Applicants](#)