

Program Coordinator

To apply visit the **Careers@USF** website:

<http://www.usf.edu/about-usf/work-at-usf.aspx>

(Search for Job ID# 1347)

Job Location: Florida Center for Inclusive Communities
Child and Family Studies/0-5830-002
College of Behavioral and Community Sciences, USF

USF Campus: Tampa
Salary Plan: Administration

Duties: The Florida Center for Inclusive Communities (FCIC) at the College of Behavioral and Community Sciences at the University of South Florida is currently seeking applicants for Program Coordinator. This full-time position offers an exciting opportunity to join the FCIC in a key role to coordinate a range of the center activities. The Program Coordinator oversees data collection and evaluation activities to aid in program planning and compilation of progress reports. The Program Coordinator also serves as the administrative coordinator for FCIC's trainee program, and FCIC's academic programs (including FCIC's Graduate Certificate in Positive Behavior Supports). Preparation and planning of training meetings, events, and FCIC's community advisory committee meetings are also undertaken. The Program Coordinator also plays a prominent role in promotion and dissemination of the FCIC's activities and products.

Apply online at the link above. Along with submitting CV, and references, a cover letter is needed to describe how your qualifications and experience make you a suitable candidate for the position. Please also note any relevant experience working with people with developmental disabilities, and any prior experience within the UCEDD system.

Minimum Qualifications: Required Bachelor's degree in a field directly related to the program responsibilities and two years of professional experience; or Master's degree in an area of specialization appropriate for the FCIC.

Preferred Qualifications: Experience in providing administrative support to collaborative efforts involving multiple faculty members and state agency leaders. Experience in evaluation data collection and organization. Masters degree preferred in public health, social work, or other social science.

About FCIC: The University of South Florida, Florida Center for Inclusive Communities (FCIC, is a University Center for Excellence in Developmental Disabilities Education, Research and Service (UCEDD). The FCIC is funded by the Administration on Intellectual and Developmental Disabilities and authorized under the Developmental Disabilities Assistance and Bill of Right Act of 2000. The purpose of a UCEDD is to provide university-based training, community services including training and technical assistance, research and dissemination with and on behalf of people with developmental disabilities and their families, across the lifespan. FCIC focuses on the provision of education, training, services, research, and dissemination in the areas of education, early childhood and early intervention, health, and employment. The FCIC was established in 2005 and has numerous federal and state funded projects and programs. Our team of over 70 faculty and staff are lead by the center co-directors Dr. Lise Fox and Dr. Don Kincaid. We are committed to promoting full inclusion and participation in all aspects of community life for people with developmental disabilities and their families.

Deadline: 4/26/13

Job ID: 1347

Additional Info: Contact Dr. Liz Perkins (eperkins@usf.edu), or www.flcic.org