CAPCSD

Council of Academic Programs
in Communication Sciences
and Disorders

LEADERSHIP
ACADEMIC EXCELLENCE
SOLUTION-CENTERED SUPPORT

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Position Announcement

Position Title

Manager, Communication Sciences and Disorders Centralized Application Service (CSDCAS)

The Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) is dedicated to promoting academic excellence, visionary leadership, and collaboration among communication sciences and disorders academic programs. CAPCSD's mission is to promote quality, accessibility, and innovation in Communication Sciences and Disorders in higher education. We advance the highest standards in pedagogy, clinical education, and research. The Council facilitates the recruitment, education, and retention of both faculty and students to meet the public need.

To that end, CAPCSD partners with Liaison International to offer the Communication Sciences and Disorders Centralized Application Service (CSDCAS). CSDCAS is a full-service, web-based centralized application service that allows students to apply to multiple participating graduate programs in Audiology and Speech-Language Pathology with a single application and facilitates a streamlined admissions process for participating graduate programs. In the 2016-2017 application cycle, 179 graduate programs participated in CSDCAS with 14,700 applicants submitting over 35,000 applications via CSDCAS.

Position Type

Part-time, hourly, with an average of 20-30 hours per week. This is a growing position with potential to become full-time. The number of hours per week will vary based on benchmarks in the graduate admissions cycle (e.g., program configuration of application portals; applicant and program questions during the application cycle; close of the application cycle) while other times of the year will require fewer hours per week. The CSDCAS Manager will report to CAPCSD's Executive Director. Some travel will be required: approximately 6-10 work days per year.

Position Location

This position involves telecommuting. Applicants within a 3-hour commuting radius of the Washington, D.C. metro area may receive preference.

Position Summary

The CSDCAS Manager will be responsible for coordinating and implementing tasks associated with the CAS, including but not limited to:

- Serving as the primary customer liaison between CAPCSD and participating CSDCAS graduate programs. In this role, the CSDCAS Manager will inform member programs about new/revised components of the CAS, critical deadlines, etc.; support member programs to configure their application portals each summer; and remind member programs to enter data at the close of their admissions cycles.

- Responding to calls/emails from students and member programs regarding questions about using CSDCAS during the admissions cycle.

- Extracting annual data from CSDCAS to be used for developing reports on admissions trends in the CSD field. The CSDCAS Manager may write or assist with writing a complete summary of annual data.

- Acting as staff liaison to CAPCSD's CSDCAS Advisory Committee. This committee determines policy for implementation of CSDCAS, and will require working closely with the CSDCAS Advisory Committee Chair and the CAPCSD Treasurer to support CAPCSD/CSDCAS activities. The CSDCAS Advisory Committee holds one face-to-face meeting per year, generally in the fall in the Boston metro area, and monthly GoToMeetings.

- Representing CAPCSD/CSDCAS in activities with Liaison International. Included in this role is attending at least two (2) CAS Summit meetings per year (approximately 1.5 days each, typically in the Washington D.C. area) and interacting with staff members of other centralized application service groups.

Education Requirements

Bachelor's degree required with a strong preference for a master's degree. Experience may substitute for educational requirements.

Qualifications and Experience Preferred

- *Strong written and oral communication skills, organizational skills, and computer and database management skills.*
- *Ability to work independently and handle multiple tasks.*
- *Strong interpersonal skills.*
- *Commitment to supporting member academic programs and student applicants with the greatest degree of customer service possible.*
- *Ability to interact cooperatively and sensitively with individuals from varied backgrounds.*
- *Three (3) years experience working in admissions.*

- *Knowledge of graduate program admissions policies and procedures.*
- *Experience working with student information systems.*

Application Deadline
November 15, 2017

Start Date
January 1, 2018

To Apply
Submit a letter of application highlighting relevant qualifications/experiences, a CV, salary requirements, and the names/contact information for three (3) professional references to Dr. Katie Strong (stron4ka@cmich.edu).