



Human Resources

Job Title: <i>Covid-19 Coordinator</i>	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Reports to: Dean of Students	Location:
Department:	Division:
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

The COVID-19 Coordinator reports to the Dean of Students and provides case management, intervention, education and support for students identified as having contact with or contracted Coronavirus. This role will also support education and prevention efforts for the campus community and ensure appropriate follow-up with campus and external partners, as well as serve in the after-hours on-call rotation to support all students in need of conduct and welfare assistance

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct welfare checks for students identified as potential contact with and contracting COVID-19.
- Assess students' needs and assist them with problem solving solutions.
- Case manage students as a result of surveillance screenings, isolation or quarantine.
- Coordinate support with campus partners to address students' identified needs and concerns.
- Serve as contact for campus partners who have concerns about the welfare of students due to COVID-19.
- Conduct educational conversations with students who may be behaving in ways that are not compliant with community's safety standards.
- Assist in maintaining and managing student information and records in accordance with policy and compliance requirements in Maxient and other university database and software systems.
- Assist with presentations and training of campus partners on COVID-19 case management, education and prevention.
- Support the advancement of university Strategic Priorities and Student Affairs initiatives.
- Other duties as assigned.

QUALIFICATIONS

Graduation from a four-year college or university. Two to four years of directly related experience working with the young adult population. Working knowledge of principles of de-escalation methods and training. Knowledge and training in multicultural issues and the ability to work in a diverse community. Working knowledge of FERPA, Clery, and Title IX. Excellent interpersonal communication skills-in person, in writing, and via technology. Highly developed organizational and time management skills. Ability to work congruently within the mission of the university, division and department. Must possess the ability to successfully pass a criminal background check. Preferred training or experience working in a university setting. Preferred Master's in progress or completed Master's degree in student affairs or related field. Experience is preferred in developing/implementing/assessing health and wellness programs. .

WORKING CONDITIONS

SCHEDULE: This is an 11-month paid, 12-month live-in position. Generally, the hours for this position are Monday through Friday, 8:00am – 5pm, but the incumbent must be flexible to meet the department’s needs and on-call schedule.

PHYSICAL REQUIREMENTS

To perform this job successfully, an individual must be physically able to perform each essential duty satisfactorily. The expectations listed below are representative of the skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: Direct supervision from the Dean of Students.

SUPERVISION EXERCISED: None.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all university information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Ability to comply with workplace guidelines and attendance requirements.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Carry out all responsibilities and objectives in a professional manner.
- Accept and render constructive criticism in a professional manner.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>