

AIM Career Path Coordinator Job Description

<i>Location:</i>	Erie Campus
<i>Immediate Supervisor:</i>	AIM Director
<i>Area Director:</i>	VP of Student Life
<i>Position Type:</i>	12 month non-exempt

POSITION: Career Path Coordinator/ Autism Initiative at Mercyhurst (AIM)

REQUIREMENTS: Applicant must possess ability to maintain close and enduring social contact with program participants. Must also work to promote individual growth and develop a sense of community within the AIM Program and to encourage pride in Mercyhurst University. The AIM Career Path Coordinator will assist in direct service with a primary focus on vocational development and employment of AIM participants.

PHYSICAL REQUIREMENTS: Lift and carry 20 lbs, walk long distances in building between office and classroom including steps, Participate in recreational activities, hearing range for conversation and phone, speak English.

SUMMARY: Direct involvement with students diagnosed with Autism Spectrum Disorder (ASD), their parents, faculty, staff and agencies that support their participation in AIM. This position also provides direct academic and autism support for students in the program with the primary focus on vocational development and employment of AIM participants.

EDUCATION AND EXPERIENCE: Preferred master's degree in the field of Counseling, Special Education, Psychology, or a related field; Candidates who have ability to achieve degree within one calendar year may be considered. Experience with the business sector and autism in a higher education setting is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrate highly developed verbal and written skills and the interpersonal skills needed for work with adults on the Autism Spectrum.
2. Demonstrate ability to work as a team player.
3. Career Development skills and experience
4. Thorough knowledge of the AIM program and behavior management strategies.
5. Demonstrate ability to express ideas clearly, exercise balanced judgment in evaluating situations and make good decisions.

PRIMARY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Administrative

1. Assist to plan, develop and implement all aspects of the AIM Career Path Program.
2. Supervise graduate students assigned in the Career Path Program to work with ASD students.
3. Assist in assessing ASD students for the Career Path Program through interviews, AISE domain assessment, high school records, standardized test scores, psychological and psychiatric testing, needs assessment.
4. Advocate for students within the program and identify internship and vocational resources for these students.

Direct Services

1. Provide on-going vocational and autism counseling/support to college students with autism spectrum disorders (ASD) in career exploration and vocational skill development.
 - a. Career and workplace skill assessment
 - b. Career Exploration and Modules
 - c. Campus Vocational Placement (CVP)
2. Act as a vocational and autism support advisor to students enrolled within AIM.
3. Identify, train and place students in Campus Vocational Placement (CVP) that match each student's interests, strengths and desired occupational atmosphere.
4. Conduct vocational skills training and group counseling sessions and utilize vocational resources (i.e. virtual job interview apps, mock interviews, networking and career opportunities).
5. Maintain anecdotal records of interactions with ASD students.
6. Assist in identifying, overseeing and placing students in internship and vocational opportunities.
7. Communicate regularly with parents, faculty and staff in order to monitor student progress and internship and vocational opportunities.
8. Communicate regularly with staff within the Learning Differences Program and refer for academic support needs (i.e. extended test taking, note takers)
9. Plan and participate in organized vocational opportunities for students
10. Other pertinent duties as assigned by the Director.

Program Development

1. AIM Career Path Program Development.
2. Individualized Social Skills Modules related to the Career Path Program
3. Standardize Programming and Outcome measurements for the Career Path Program.
4. Develop outcomes, behavior plans and data tracking for program and individuals.

Public Relation / Outreach

1. Maintain professional growth through graduate classes, available resources, workshops and in-service activities.
2. Faculty, Staff and Community Trainings.
3. Consult with Career Development Center, OVR and other departments on campus.
4. Attend community outreach, speeches, and college fairs to promote AIM and the Career Path Program.
5. Assist in overseeing the program when the AIM Director is not available.

APPLICATION PROCESS

Mercyhurst University is an Equal Opportunity Employer that Encourages members of diverse groups to apply. All Applicants must be eligible to work in the United States.

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

MERCYHURST UNIVERSITY
ATTENTION: HUMAN RESOURCES
501 EAST 38th STREET
ERIE, PA 16546
HRINFO@MERCYHURST.EDU