



AIM Student Support Coordinator

Department: Autism Initiative at Mercyhurst
Status: Non-Exempt, Full Time
Closes: Open until filled

Reports To: Director of AIM & CREATE
Classification: Staff

POSITION SUMMARY

Mercyhurst University seeks qualified applicants to fill the position of AIM Student Support Coordinator. The AIM program supports neurodivergent students as they navigate college and their careers. The Student Support Coordinators have direct involvement with neurodivergent students, their family, faculty, staff, and agencies that support their participation in AIM, and provide direct academic and other support for students in the program.

DUTIES AND RESPONSIBILITIES

Administrative

- Support the planning, coordination, and implementation of AIM, CREATE, and IGNITE programs.
- Collaborate with staff, interns, graduate students, and campus partners to support students across academic, independent living, social, emotional, and vocational areas.
- Assist with the student application and selection process, including reviewing records, assessments, interviews, and student needs.
- Advocate for students and help ensure they have access to appropriate campus resources and support.

Direct Services

- Provide ongoing support and guidance to AIM students through individual meetings and regular check-ins.
- Assist students with developing academic, personal, social, independent living, and career goals.
- Support the implementation of Career Path and other student development programming.
- Teach and reinforce skills related to social communication, self-advocacy, independence, and professional development.
- Help students understand and navigate university expectations, policies, and resources.
- Monitor student progress through academic reviews, observations, and regular communication with students, families, faculty, and staff.
- Maintain accurate student documentation, including progress notes, support plans, and follow-up records.
- Assist with vocational experiences, career trips, and experiential learning opportunities.
- Support daily program operations for AIM and summer programs.
- Complete additional responsibilities as assigned by the Director.

Program Development

- Help create and facilitate social, educational, and professional development opportunities for students.



- Assist with developing program goals, outcomes, behavior supports, and methods for tracking student progress.
- Support special projects and initiatives that strengthen and expand AIM programming.
- Contribute ideas and feedback to improve student experiences and program effectiveness.

Public Relations / Outreach

- Maintain professional knowledge through training, workshops, professional development, and continued learning.
- Represent AIM at campus, community, and professional events.
- Support faculty, staff, and community education about neurodiversity and student support.
- Collaborate with campus departments, including Counseling Services, Residence Life, Dining, Police & Safety, and other student support offices, to promote student success.

EDUCATION AND EXPERIENCE

A master's degree in counseling, Special Education, or Psychology; candidates who can achieve their degree within one calendar year may be considered. Experience with autism in a higher education setting and group facilitation skills are desirable.

SKILLS AND ABILITIES

- Demonstrate highly developed verbal and written skills and the interpersonal skills needed for work with adults who are neurodivergent.
- Demonstrate ability to work as a team player.
- Conflict resolution skills and training are strongly preferred.
- Thorough knowledge of the AIM program and behavior management strategies.
- Demonstrate ability to express ideas clearly, exercise balanced judgment in evaluating situations, and make good decisions.

APPLICATION PROCESS

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

Human Resources Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States.