

Mercyhurst University

Job Description

Job Title: Career Path Coordinator
Department: Autism Initiative at Mercyhurst (AIM)
Location: Erie
Reports to: Director of AIM
VP: Vice President for Student Life
Classification: Administrator
FLSA: Non-Exempt
Status: Full-Time
Term: 12 Month
Updated: June 2019

SUMMARY

The Career Path Coordinator along with the Director for AIM and the Associate Director for AIM comprise the executive team for the AIM program. Together they work collaboratively to provide leadership, outreach, vision, and oversight of the AIM program ensure the success of the AIM program.

The Career Path Coordinator also provides direct academic and autism support for students in the program with the primary focus on vocational development and employment of AIM participants. The Career Path Coordinator has direct involvement and provides direct support for students in the AIM program. The Career Path Coordinator works with parents, faculty, staff, and agencies in support of the AIM program and its students.

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

- Demonstrate highly developed verbal and written skills and the interpersonal skills needed for work with adults on the Autism Spectrum.
- Demonstrate ability to work as a team player.
- Career Development skills and experience.
- 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.

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

Administrative

- Assist in planning, developing and implementing all aspects of the AIM Career Path Program.
- Supervise graduate students assigned in the Career Path Program to work with ASD students.
- Supervise professional AIM staff in relation to the Career Path program.
- 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.

- Advocate for students within the program and identify internship and vocational resources for these students.

Direct Services

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

Program Development

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

Public Relation / Outreach

- Maintain professional growth through graduate classes, available resources, workshops and in-service activities.
- Faculty, Staff and Community Trainings.
- Consult with Career Development Center, OVR and other departments on campus.
- Attend community outreach, speeches, and college fairs to promote AIM and the Career Path Program.
- Develop and maintain effective networking with other educational and professional organizations regarding autism education and other professional issues.
- Serve on other campus committees as deemed appropriate.
- Assist in supervision of the program.

SPECIAL REQUIREMENTS

- This position requires some evening and weekend hours. Vacation restrictions apply during times of peak activity in the department

APPLICATION PROCESS

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

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

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