

**POSITION TITLE:** Autism Support Coordinator / Autism Initiative at Mercyhurst (AIM)

**LOCATION:** Erie Campus

**POSITION TYPE:** Full-time, 12 month, Exempt

**IMMEDIATE SUPERVISOR:** AIM Director

**DESCRIPTION:** Mercyhurst University seeks qualified applicants to fill the position of AIM Support Coordinator. The AIM Support Coordinator will assist in the direct service of the AIM Program, will have direct involvement with students diagnosed with Autism Spectrum Disorder (ASD), their parents, faculty, staff, and agencies that support their participation in AIM, and will provide direct academic and autism support for students in the program as well as program development duties. To learn more about our AIM program, visit: [www.mercyhurst.edu/AIM](http://www.mercyhurst.edu/AIM).

**PRIMARY DUTIES** include but are not limited to:

**Administrative**

- Assist to plan and support all aspects of AIM and the Summer College Readiness Program.
- Supervise graduate students assigned to work with ASD students in specific concentration areas.
- Assist in assessing ASD students for College Readiness Program and AIM through AISE domain assessment, high school records, standardized test scores, psychological and psychiatric testing, needs assessment, and the initial family interview.
- Advocate for students within the institution.

**Direct Services**

- Support the Career Path Coordinator in implementing the Career Path component of AIM.
- Provide on-going academic, autism, and personal counseling/support to college students with autism spectrum disorders (ASD).
- Act as an academic and autism support advisor to students enrolled within AIM.
- Assist ASD students in identifying personal and educational goals.
- Conduct social skills training and group counseling sessions as needed.
- Help to interpret Mercyhurst University mission, philosophy, policies, conduct code, expectations, and regulations to individuals in the AIM program.
- Maintain anecdotal records of interactions with ASD students to include assessment, counseling contracts, follow-up, referral, and other pertinent information.
- Review Mid-term grades and advise accordingly.
- Communicate regularly with parents, faculty, and staff in order to monitor student progress and offer a consistent support system.
- Assist in the daily operations of the AIM program and CREATE program.
- Other pertinent duties as assigned by the Director.

**Program Development**

- AIM / CREATE Program Development.
- Individualized Social Skills Modules,
- Standardize Programming and Outcome measurements.
- Develop outcomes, behavior plans, and data tracking for program and individuals.

**Public Relations / Outreach**

- Maintain professional growth through graduate classes, available resources, workshops, and in-service activities.
- Coordinate faculty, staff and community trainings.
- Consult with Counseling Center and other departments on campus.
- Attend community outreach, speeches, and college fairs to promote AIM.

**QUALIFICATIONS:** Master's degree in the field of Counseling, Special Education, Psychology; Candidates who have ability to achieve degree within one calendar year may be considered. Experience with autism in a higher education setting and group facilitation skills 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.
- Conflict resolution skills and training is 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.

**ABOUT MERCYHURST:** Mercyhurst University, is a fully accredited, four-year, Catholic, liberal arts institution founded in 1926 by the Sisters of Mercy, who worked hard to make the college and the Erie community a better place. Today, Mercyhurst has evolved considerably. The university is home to more than 3,000 undergraduate and graduate students immersed in more than 50 undergraduate majors with 67 concentrations as well as unique adult programs and eight graduate degrees.

In addition, Mercyhurst University offers 24 varsity level sports, all of which are competitive in either NCAA Division I or II. Furthermore, the university maintains its associate degree programs at a campus in scenic North East, just 20 minutes from Erie.

And in the spirit of our founders, Mercyhurst continues to play an important role in the community. Inspired by our motto, "Carpe Diem" (seize the day), our faculty and students are busy making a difference on and off campus – from "the Hill" to the far corners of the world. To learn more, visit: [www.mercyhurst.edu](http://www.mercyhurst.edu).

**APPLICATION PROCESS:** Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references (as one document) to: [hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu). Please add "AIM Support Coordinator" in the subject line.

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.