



## Autism Support Coordinator

**Location:** Erie

**Reports To:** Director of AIM

**Full/Part Time:** Full time

**Classification:** nonexempt

**Closes:** *Open Until Filled*

### SUMMARY

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, have direct involvement with students diagnosed with autism spectrum disorder (ASD), their parents, faculty, staff, and agencies that support their participation in AIM, and provide direct academic and autism support for students in the program. The coordinator will also perform program development duties.

### DUTIES AND RESPONSIBILITIES

#### Administrative

- Assist in planning and supporting all aspects of AIM and the College Readiness Program (CREATE).
- Collaborate with graduate students, interns, or volunteers working with ASD students in specific concentration areas.
- Assist in assessing ASD students for CREATE 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 Director of AIM in implementing and reinforcing career path concepts with students.
- Provide ongoing academic, autism, and personal counseling/support to college students with autism spectrum disorders (ASD).
- Develop outcomes, behavior plans, and data tracking for programs and individuals.
- 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 interpret Mercyhurst University's mission, philosophy, policies, conduct code, expectations, and regulations for 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 to monitor student progress and offer a consistent support system.
- Screen potential AIM students.
- Support the planning or execution of AIM vocational and experiential trips.
- Assist in the daily operations of the AIM program and CREATE program.
- Other pertinent duties as assigned by the Director.

### **Program Development**

- Help facilitate social programming opportunities for students.
- Contribute to the development of career path and social skills curriculum.
- Assist the AIM leadership team with special projects to grow and advance program initiatives.
- Develop outcomes, behavior plans, and data tracking for students.

### **Public Relations / Outreach**

- Maintain professional growth through graduate classes, available resources, workshops, and in-service activities.
- Support the AIM Leadership team at faculty, staff, and community training.
- Consult with the Counseling Center and other departments on campus.

## **QUALIFICATIONS**

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.

## **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 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](mailto:hrinfo@mercyhurst.edu)

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