



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

### Autism Support Coordinator

**Location:** Erie

**Department:** Autism Initiative at Mercyhurst (AIM)

**Reports To:** Director of AIM

**Full/Part Time:** Full Time

**Closes:** Open until filled

#### **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.

**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 Street  
 Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

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