Office Manager

- **Department:** Autism Initiative at Mercyhurst (AIM)
- **Location:** Erie
- **Reports To:** Director of AIM
- **Full/Part Time:** Full Time
- **Closes:** Open until Filled

**Summary**
The AIM Office Manager will assist with the daily operation of the AIM Program including daily contact with inquiries, supporting the AIM program and director, and assisting with the daily schedule and administrative details related to the AIM program. This position will have direct involvement with students diagnosed with Autism Spectrum Disorder (ASD), their parents, faculty and agencies that support their participation in AIM.

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

**Administrative**
- Assist in supporting all aspects of AIM and the Summer College Readiness Program.
- Support all full-time and part-time staff in the AIM program.
- Support interns and GA’s assigned to work with ASD students.
- Support financial reconciliations for expenditures and grants.
- Assist in assessing and onboarding ASD students for College Readiness and AIM and assisting in setting up family interviews and visits.
- Advocate for students within the institution.

**Direct Services**
- Provide first contact to prospective students and inquiries to the AIM Program.
- Provide on-going academic, autism, and personal counseling/support to college students with autism spectrum disorders (ASD).
- Support social skills training and group counseling sessions as needed.
- Assist with Professor Notification, faculty contact, and monthly newsletter.
- Support on and off-campus social outings for ASD students.
Other pertinent duties as assigned by the Vice President for the Division of Student Life.

**Program Support**
- AIM / CREATE Program Support
- Involvement in standardize programming and outcome measurements.
- Career Path Program Support

**Public Relation / Outreach**
- Maintain professional growth through available resources, workshops, and in-service activities.

**QUALIFICATIONS:**
Experience in the field, including at least two years of on the job performance. Experience with autism in a higher education setting and group and career counseling essential and 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.
- Thorough knowledge and function of the AIM program.
- 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

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Candidates must be eligible to work in the United States.