

JOB DESCRIPTION

Position Title: Covid-19 Response Coordinator
30-35 hours per week, 9 ½ months (21-22 Academic Year position)

Reports To: Director of Student Health Center & Director of Athletics

Nature of Position:

The Testing and Response Coordinator position exists to provide direct oversight to the campus response to Covid-19.

Essential Functions:

- Oversee testing and case response for students (approx. 15 hours per week)
 - Processing case/close contact spreadsheets with DOH.
 - Confirming and communicating release dates with students and the DOH.
 - Communicating with close contacts concerning their need for quarantine and coordinating housing changes with Residence Life.
 - Serve as primary point person for students and parents regarding isolation and quarantine questions.
 - Tracking testing needs for quarantined close contacts.
 - Coordinating supports and needs for students in isolation and quarantine.
- Oversee athletics COVID-19 testing protocols (approx. 5 hours per week)
 - Conduct weekly testing for student-athletes appropriate to Empire 8 and NCAA testing requirements.
 - Consult with Athletic Trainers regarding care for Houghton College intercollegiate athletes.
 - Consult with Health Center and Athletic training staff on final clearance for return-to-play decisions.
- Provide administrative oversight for COVID-19 cases and vaccination record keeping (approx. 5 hours per week)
 - Collect and maintain student vaccination records.
 - Track student infections and the dates which they are exempt from quarantine or isolation as a close contact.
 - Complete state reports for the campus's COVID-19 caseload.

Statement of Requirements:

- Bachelor's degree required.
- Strong administrative and organizational skills.
- Excellent interpersonal skills.
- Strong desire to work with college students.

**Houghton College is fully committed to a culturally diverse faculty, staff and student body.
Successful candidates will evidence similar commitments.**

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review Houghton College's Community Covenant and Doctrinal Statement available here:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

1. Please provide a brief description of your journey to Christian faith. In what ways are you currently participating in a local church or fellowship?
2. Review the College's Vision for a Common Life statement. Based on your reading, what resonates deeply with you?
3. Based on your reading of the Vision for a Common Life, what would most challenge you about our learning community?
4. If you have significant concern with one of Houghton's beliefs or practices, how would you work with the concern to preserve both the community's integrity and your own?