



Position Title: Campus COVID Coordinator
Reports To: President
Department: President's Office
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Campus COVID Coordinator is responsible for overseeing the College's response to the COVID-19 pandemic. This position will review, develop, and implement policies and standard operating procedures related to COVID-19 and provide corresponding education. The Campus COVID Coordinator will assist with the implementation of strategies, as determined by College leadership, to reduce the spread of COVID-19, track the virus on campus, and implement culturally responsive strategies to promote behaviors that create a healthy campus environment.

DUTIES AND RESPONSIBILITIES

- Develop and implement policies and procedures related to COVID-19, utilizing the most current information from the CDC and the Tennessee Department of Health
- Maintain up-to-date case records and reports related to COVID-19
- Coordinate with the Health and Wellness Center staff on data and information sharing to ensure positive cases can quickly be identified, followed up with, and entered into appropriate databases
- Coordinate best practices for the campus on such issues as testing, contact tracing, quarantine and isolation protocols, and mental health
- Coordinate with the Healthcare Specialist to ensure a uniformed medical response on campus and with local and state officials
- Hire, train, and supervise point of entry screeners during working hours and serve in on-call rotation of screener supervisors, if needed
- Receive, investigate, and record complaints regarding campus violations/and or failure to comply with appropriate ordinances and regulations related to COVID-19 guidelines and regulations
- Coordinate with the Director of Administrative Services to ensure PPE stock is adequate and centralized to protect the LOC campus
- Collaborate with campus leadership to plan and implement communication and educational efforts.
- Ensure that COVID-19 information on LeMoyne-Owen's website and/or social media pages are current and informative
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree required in business, public health, or related field
- Two years of management experience required
- Experience working in a higher education setting preferred
- Knowledge in the areas of emergency preparedness, health education, and/or basic data analysis preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Administrative and supervisory experience
- Demonstrated experience in developing detailed plans to implement strategies
- Ability to read and understand complex protocols
- Excellent organizational, time management, and implementation skills, and commitment to quality
- Ability to use a personal computer and software equivalent to Microsoft Office products and multi-media platforms
- Strong written and verbal communication skills, which includes but is not limited to editing and proofing written work and delivering presentations to groups varying in size
- Ability to maintain records accurately and consistently
- Ability to prioritize and plan tasks
- Ability to handle sensitive or stressful situations with tact and diplomacy
- Ability to handle confidential information with discretion and professionalism
- Ability to work as a team member with individuals from varied professional backgrounds and diverse cultures

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please