GORDON COLLEGE

Position Description

Title: COVID-19 Coordinator

Function: Under the direction of the Vice President for Finance and Business Development, the COVID-19 Coordinator serves as the point-person for the implementation and coordination of all COVID-19 related procedures for Gordon College.

Description of Duties and Tasks:

Essential Responsibilities:

Maintain up-to-date knowledge on Federal, State and Local guidelines for the Coronavirus pandemic and ensure the college is complying with all requirements. This position will become the definitive source of what is required and what is recommended for the College related to Social Distancing, Masks, Cleaning Protocols, et al.

· Communicate and coordinate closely with the Health Center on all COVID related health issues.

· Communicate and coordinate across the rest of campus to ensure all departments (but especially Physical Plant, Student Life, Athletics, Provost Registrar, and Dining Services) are appraised of the requirements and are in compliance. Identify any potential conflicts between areas on campus and elevate those issues to the Senior Working Group for resolution.

· Provide training to faculty, staff and students related to the procedures adopted related to protecting our community from COVID-19 and responding to any potential infections appropriately.

· Coordinate with College Communications to ensure that all College websites, social media and other media are aware of the latest information and that the FAQs are kept current on a regular basis.

· Oversee daily check-in logs, visitor logs and other methods of tracking people at Gordon College and assisting, as needed, with contact tracing.

· Function as the primary point person between Gordon College and the local health department and other local, regional and state officials as needed.

· Work in conjunction with HR and Student Life to establish and refine protocols for employees and students related to all aspects of the pandemic.
· Coordinate with the Finance Office regarding all COVID related budget items.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

· Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

· Familiarity with Gordon College’s history and culture a strong preference

· 3 years work experience in a College environment

· Strong verbal and written communication skills

· Experience in Residence Life, or Dining Services, or Health Center operations preferred

· College Degree or Work Equivalent required

· Advanced Degree in Higher Education, Student Life, Health Care preferred

Grade: 4

FLSA Status: Non-exempt