

## **Carleton College Non-Exempt Position Description**

**Job title:** COVID-19 Program Assistant  
**Department:** Student Life  
**Reports to:** Senior Director, Division of Student Life  
**Status:** Full-time, Hourly

**Grade of position:** 10

**Revision date:** December 8, 2021

**Carleton College invites Applications for a Covid- Program Assistant.** This is a non-exempt, full-time, 10 month benefits eligible position.

### **Position Overview:**

As Carleton continues its efforts to mitigate COVID-19 on campus, this role focuses on case investigation/contact tracing (CICT), serving as lead administrator for the Rapid Screening Clinic, reviewing and responding to CICT-related community concern forms, assisting with Quarantine/Isolation housing, among other efforts.

This position requires some evening and weekend work. The schedule for the Winter Term is Monday through Friday 11 AM to 1 PM and 3 PM to 5 PM. Saturday and Sunday 11 AM to 1 PM.

### **Essential Job Functions/Responsibilities:**

- Serve as a member of the CICT leadership team, initiate CICT COVID-19 case investigation and contact tracing protocol when notified of a positive case.
- Attend weekly Case Investigator/Contact Tracer Leads meetings and other CICT team meetings, as necessary.
- Routinely review online software solutions, databases, and spreadsheets for tests results and results notifications and provide regular updates to CICT Team via Slack.
- Review and respond to CICT-related community concern; Initiate prompt confidential communication with people who have tested positive for COVID-19 (cases) and people exposed to COVID-19 (contacts).
- Provide approved information and guidance on follow-up procedures and what to do if symptoms develop. Coordinate referrals for testing, healthcare, and other supportive services, as needed, per local protocols.
- Document pertinent information in COVID-19 CICT forms and conduct data entry into health department data/surveillance systems while adhering to protocols for completeness, timeliness, and frequency.
- Collaborate with campus COVID teams to review and recommend evolving testing practices, contact tracing practices, and quarantine/isolation practices

- Serve as lead administrator for Rapid Testing Center including monitoring site hours, and staff schedule; Upload reportable data from spreadsheets to the Minnesota Department of Health at the end of each testing day.
- Serve as secondary coordinator of Q/I housing process.
- Perform other delegated tasks as needed to ensure an efficient, cost effective work flow.
- Perform other delegated tasks according to policies, procedures, and protocols.

**General responsibilities:**

- Be a self-motivated, enthusiastic, energetic, and creative individual with the ability to meet and interact effectively and courteously.
- Possess strong human relations skills. Essential to be able to demonstrate a clear appreciation for diverse nationalities.
- Strong interpersonal skills, demonstrated ability to work independently and effectively with students, faculty, and staff.
- Demonstrate the ability to manage multiple projects under frequent deadlines
- Read, understand, and express oneself clearly and effectively in oral and written form.
- Possess a working knowledge of personal computers and databases
- Demonstrate the ability to navigate policy and regulatory nuance

**Education/Experience/Skills:**

**Required**

- Bachelor's degree and some experience handling large projects with multiple constituents **OR** an Associate degree and 3 years of experience handling large projects with multiple constituents.
- Ability to adapt in a fast-paced environment.
- Excellent communication and demonstrable ability to focus on details with excellent follow through capabilities.
- Experience with Microsoft Excel and demonstrable aptitude to learn new technologies.