



Assistant Covid-19 Coordinator, Covid Response Team

Summary: This role is responsible for serving in an 'on-call' support capacity as a first responder to Covid-related needs of the college. This is a temporary position to assist the Student Life department with employee & student COVID related needs as needed. This role will function when school is in session at approximately 28 hours per week (some weeks may necessitate more hours while other weeks may require fewer hours).

- Serve as transport driver for students needing transport to isolation/quarantine housing or transport for testing.
- Assist quarantine housing efforts with meal delivery as needed.
- Assist the Covid Response team on weekends with contacting students and employees, and determining appropriate COVID-19 response, communicate with appropriate instructors and supervisors regarding employee & student quarantine/isolation timeframes.
- Assist Covid Coordinator with collection of appropriate medical information from employees & students related to COVID-19 (including but not limited to contact tracing).
- Answers telephones and gives COVID-19 related information to callers, takes messages, or follows-up with students as needed.
- Assist in updating and management of data entry information into databases; informs facilities and housekeeping staff of rooms where quarantine/isolation student was recently present.
- Performs other duties as needed by Covid Response team and/or supervisor.
- Director report/supervisor is the Covid Coordinator who reports to the VP for Student Life.

General Requirements

1. One year of part-time or equivalent administrative assistant experience
2. One year of part-time or equivalent direct customer service experience
3. Valid driver license
4. Ability to lift up to 20 pounds

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

- 1) Completed [application](#)
- 2) Cover letter
- 3) Resume or Curriculum Vitae
- 4) Faith Statement
- 5) List of 3 references with contact information

Send materials by email to:

Diana Rice

Administrative Assistant for VP of Academic Affairs

Montreat College

studentlife@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Additional locations in Asheville, Charlotte, and Morganton supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.