



## **Covid-19 Coordinator, Covid Response Team**

**Summary:** This role is responsible for serving in an 'on-call' capacity as a first responder to Covid-related needs of the college. This role's primary focus is on students, but when necessary will assist in addressing staff/faculty needs as well. This is temporary position to assist the Student Life department with employee & student COVID related communications for the duration of Covid when school is in session at approximately 28 hours per week.

- Contacts students and employees, and determines appropriate COVID-19 response, communicates with appropriate instructors and supervisors regarding employee & student quarantine/isolation timeframes.
- Collects appropriate medical documentation (information?) from employees & students related to COVID-19.
- Answers telephones and gives COVID-19 related information to callers, takes messages, or follows-up with mid-quarantine check-in and status updates.
- Creates, maintains and enters information into databases; informs facilities and housekeeping staff of rooms where quarantine/isolation student recently was present.
- Maintains scheduling and event calendars related to COVID-19 response (Covid Conduct Enforcement meetings (3x per week) and daily Covid Response team meetings).
- Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports related to COVID-19 response.
- Performs other duties as assigned by supervisor
- Director report/supervisor is the Vice President for Student Life

## **General Requirements**

1. Must have a minimum of an Associate's degree;
2. One year of part-time or equivalent administrative assistant experience;
3. One year of part-time or equivalent direct customer service experience.
4. Associate's degree in Office Administration or a related field;
5. One year of part-time or equivalent experience working in an educational setting;
6. One year of part-time or equivalent experience working in Human Resources, Student Life, Educational Setting, or Medical Office Setting;

**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 for 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.