

501 East 38<sup>th</sup> Street  
Erie, PA 16546

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800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Autism Support Coordinator

Location: Erie  
Reports To: Director of AIM  
Full/Part Time: Full time  
Classification: nonexempt  
Closes: Open Until Filled

### SUMMARY

Mercyhurst University seeks qualified applicants to fill the position of AIM Support Coordinator. The AIM Support Coordinator will assist in the direct service of the AIM Program, have direct involvement with students diagnosed with autism spectrum disorder (ASD), their parents, faculty, staff, and agencies that support their participation in AIM, and provide direct academic and autism support for students in the program. The coordinator will also perform program development duties.

### DUTIES AND RESPONSIBILITIES

#### Administrative

- < Assist in planning and supporting all aspects of AIM and the College Readiness Program (CREATE).
- < Collaborate with graduate students, interns, and faculty on academic testing, needs assessment, and the initial family interview.
- < Advocate for students within the institution.

#### Direct Services

- < Support the Director of AIM in implementing and reinforcing career path concepts with

◁ Maintain anecdotal records of interactions with ASD students to include

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