



NOTRE DAME COLLEGE
JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

TITLE: COVID-19 Testing Technician
DEPARTMENT: Department of Athletics
REPORTS TO: Head Athletic Trainer
DATE REVIEWED: 9/30/2021
FLSA: Non-Exempt
JOB STATUS: Part Time /Full Time option

Job Summary
COVID-19 Testing Technician

The COVID-19 Testing Technician is responsible for supporting NDC's COVID-19 Response Team by planning, administering, and reporting results of COVID-19 Rapid Antigen tests for students. Additional responsibilities of the technician will include contact tracing and to serve as a liaison between the COVID-19 Response Team, the Athletic Department, and the NDC Health Clinic regarding COVID-19 testing data.

Essential Duties and Responsibilities:

- Performs COVID-19 Antigen testing (including the related tasks to performing these tests) for NDC students who
 - have symptoms potentially related to that of COVID-19
 - have remained asymptomatic since a confirmed exposure to an individual with active COVID-19 illness
- Assists NDC Athletics with COVID-19 Antigen testing of non-vaccinated student-athletes.
- Gathers and review data to create reports including to the state and county departments of health.
- Assists in COVID-19 contact tracing of all students.

Minimum Eligibility Requirements: Knowledge, Skills & Abilities:

Education:

- High School Diploma
- MA, LPN, or STNA experience preferred

Experience:

- 6 months to 1-year work experience in a medical laboratory, medical office, or hospital.
- Work experience in a college or university environment preferred.

Skills & Abilities:

- An understanding of HIPAA and FERPA desirable
- Excellent communication and customer service
- Knowledge and experience with of Microsoft Office Suite, including basic Excel skills
- Ability to maintain confidentiality
- Demonstrated problem solving and decision-making skills

Physical Requirements:

Physicals demands are representative of an average sedentary job within an office environment most of the time with occasional lifting of 10- 25 lbs.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview