Job Title: Immunization Compliance/Contact Tracer Specialist (ICCTS) – Multiple Vacancies

Job ID: 23339

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

CONTRACT TITLE

Non-Teaching Adjunct

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Office of Human Resources, the Immunization Compliance/Contact Tracer Specialist (ICCTS) will ensure compliance with COVID-19 vaccine mandates and protocols, facilitate campus access, and assist with contact tracing should there be a positive case on campus. Duties can include:

- Verifying COVID-19 vaccine information, medical exemptions, and religious exceptions entered into a database. Assisting students, employees, and guests with uploading proof of COVID-19 vaccination into a database. Conducting outreach to those mandated to provide COVID-19 vaccine information to ensure they meet established deadlines. Communicating accurate information to students, employees, and visitors. Maintaining confidentiality of data and records.

- Monitoring and tracking the vaccination and testing status of students, employees, and visitors to facilitate campus entry. Coordinating campus access with the Division of Student Affairs, Human Resources, Campus Planning, and Guest Coordinators. Accurately categorizing the user and corresponding with that person via system links. Approving or denying campus access. Sending access links and troubleshooting issues.

- Upon being notified of a positive case of COVID-19, consulting with the CSI Health Center and Human Resources to coordinate interviewing the individual who tested positive, conducting contract tracing of close contacts on campus, informing those who test positive and close contacts of isolation/quarantine requirements, tracking periods of isolation/quarantine, and informing those who test positive of campus resources. Reporting confidential information to campus administration, the Department of Health, and CUNY.

- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

OTHER QUALIFICATIONS

Preferred Qualifications:
- Two years' work experience
- Experience working with confidential matters
- Experience working in databases and using Microsoft Office
- Excellent organizational skills and attention to detail
- Ability to comply with regulations and privacy laws and communicate official information accurately
- Excellent interpersonal skills to assist individuals from many different cultural backgrounds
- Available to work some evenings, weekends and holidays

**COMPENSATION**

$46.49hr

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

**CLOSING DATE**

December 24, 2021

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.