

The AMFS is looking for a **Health Administrator** for its summer, 2022 season. The Health Administrator reports to the Dean to implement COVID testing and safety protocols for faculty, students, and staff. It will be important for this person to be the liaison for our testing provider and Pitkin County.

Vaccination Status Tracking

- Verify the vaccine status of faculty, staff, students, and guest artists
- Manage database of vaccine documentation

COVID Testing

- Manage weekly scheduling for faculty, staff, and students
- Manage arrival testing for faculty, staff, students, and guest artists
- Schedule all symptomatic testing for faculty, staff, and students
- Collect test results from testing provider and follow contact tracing process for all positive results

Safety Protocols

- Implement other safety protocols such as signage, hand sanitizer stations, mask supplies, etc.
- Manage quarantine protocols by tracking available beds, working with Residence Life Staff for food delivery, and handling any other needs of those in quarantine.

Skills and Qualifications

- High school diploma or equivalent
- Excellent skills in Excel and general database management
- Ability to speak, read, and write English
- Exceptional communication and interpersonal skills
- Exhibit sound critical thinking and problem-solving skills
- Demonstrate flexibility in juggling competing priorities and changing expectations, sense of urgency a must
- Ability to maintain patient confidentiality

Position requirements

- Beginning in May, hours will be from 20 – 30 hours each week
- Much work will be on flexible hours and offsite, but some attendance will be required on testing days to manage participation
- Position is seasonal and will end in late August
- Pay range for the position is \$22 - \$25/hr and includes paid sick time.

Diversity, Equity, and Inclusion

At AMFS, we are committed to becoming an anti-racist organization and believe that when people feel respected and included they can be more creative, innovative, and successful. While we have more work to do to advance diversity and inclusion, we're investing to move our organization and classical music industry forward. In order to create and maintain a diverse community, AMFS does not discriminate in employment opportunities or practices on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

Please submit a cover letter and resume to Azusa Chapman, Dean, at achapman@aspenmusic.org.