WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking a Contact Tracer. Contact Tracing is a process that identifies individuals who may have been in contact with someone who is infected with a communicable disease. Once these contacts are identified, the contact tracer communicates with these individuals to warn them of potential exposure and connect them with health information and services including testing.

PRIMARY RESPONSIBILITIES

- Contact newly diagnosed patients to trace individuals they have had close contact with and determine exposure. Conduct interviews in a professional manner that reflects emotional and cultural awareness.
- Collect and record accurate information using technology.
- Coordinate contact tracing efforts and test reporting with Health clinic staff, and Supervisors and Case Investigators from the Local and State Health Departments. Comply to all Health Department regulations, including those aimed at protecting personal information.
- Interview traced contacts, providing them with approved information on quarantine procedures, what to do if symptoms develop and if appropriate, refer them to testing.
- Maintain ongoing communication to monitor symptoms.
- Collaborate with Office of Student Life in supporting the isolation and quarantine of individuals.
- Work closely with a team made up of medical and administrative staff. Inform your team and supervisor when contact cannot be made with an individual and understand the best way to address the problem.
MINIMUM REQUIREMENTS/PREFERRED QUALIFICATIONS

- High school education. Advanced course work in business or secretarial science or medical office preferred.
- Experience/coursework in biology, chemistry, medicine, or public health preferred.
- One year related work experience with data entry skills.
- Ability to handle confidential information with discretion and professionalism.
- Effective communication, excellent customer service, and organizational skills.
- Excellent interpersonal skills and ability to show empathy and interact professionally with individuals during a time of crisis and distress.

ADDITIONAL INFORMATION

- This is a part-time temporary position.
- This position will require irregular work hours, including evenings and weekends.
- Remote working is available.

If this sounds like the job for you, apply online at: https://hr.udallas.edu/apply/

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.