



Occupational Therapy Assistant Program Coordinator; Instructor in Occupational Therapy Assistant

JOB DESCRIPTION

Villa Mara College seeks a full-time Occupational Therapy Assistant Program Coordinator to lead, coordinate and supervise Villa Maria College's Occupational Therapy Assistant (OTA) Program. The Coordinator will also help to construct the program, steering the direction of the program at its onset, seeking both NYSED approval as well as accreditation from the Accreditation Counsel for Occupational Therapy Education (ACOTE). The Coordinator will be responsible for coordination of all faculty within the OTA program.

ESSENTIAL RESPONSIBILITIES:

- Serve as a consultant to the Vice President for Academic Affairs on academic matters pertaining to the Occupational Therapy Assistant Program;
- Promote professional development and foster quality instruction;
- Prepare program plans, objectives, budgets and evaluations;
- Assist the Vice President for Academic Affairs in assigning program responsibilities;
- Assist the Vice President for Academic Affairs with recruiting, interviewing, evaluating, and orientating new faculty members;
- Coordinate curriculum review and development;
- Implement the professional growth plan process;
- Advise the Director of Grants and Corporate and Foundation Relationships with grant preparation;
- Assist Enrollment Management with planning program student recruitment activities;
- Provide information for promotional materials and news releases to Public Relations;
- Facilitate review of student transfer credits;
- Advise the Director of the Library in the review, acquisition, and de-selection of print and non-print resources;
- Handle complaints about the program and maintain records of complaints about the program;
- Fulfill all responsibilities of the faculty job description;
- Participate in College functions;
- Serve on committees of the College;
- Assist and participate in any other activities related to the administration of the program;
- Assist the Vice President for Academic Affairs in assessing the effectiveness of the respective OTA program;
- Comply with accreditation policies and procedures, as applicable;
- Submit required fees and documentation including reports of graduation rates, performance on state licensing examinations, and employment rates;

- Notify the accrediting agency of expected or unexpected substantive changes(s) within the program, and of any change in institutional accreditation status or legal authority to provide postsecondary education;
- Ensure compliance with accreditation criteria within two years of being determined to be out of compliance;
- Manage the Occupational Therapy Program including budgetary oversight;
- Support the philosophy and objectives of the College;
- Other duties as assigned to meet the mission of the College; and
- Assume additional responsibilities as assigned by the Vice President for Academic Affairs.

ESSENTIAL QUALIFICATIONS:

- Master's Degree required;
- Certified occupational therapist or occupational therapy assistant, licensed or credentialed according to regulations of the State of New York;
- Five (5) years of experience in the field of occupational therapy, including practice as an occupational therapist or occupational therapy assistant, and administrative or supervisory experience;
- One (1) year of experience in a full-time academic appointment with teaching responsibilities;
- Understanding of and experience with occupational therapy assistants;
- Microsoft Office knowledge necessary;
- Exemplary communication and leadership skills; and
- Ability to plan, strategize, and coordinate effectively.

SALARY: Negotiable

APPOINTMENT: August 2014

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

<http://jobs.villa.edu>

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Internal Posting Deadline: Review will begin immediately and will continue until the position is filled.

External Posting Deadline: Review will begin immediately and will continue until the position is filled.