



## **Adjunct Faculty Member – Occupational Therapy Assistant Occupational Therapy Assistant Program**

### **POSITION SUMMARY:**

The part time faculty member will teach courses designated for undergraduate students within the Occupational Therapy Assistant Program. Responsibilities include submitting grades in a timely manner, developing course syllabi in keeping with the program guidelines (ACOTE standards 2018), and adhering to the policies and procedures of the Occupational Therapy Assistant Program and Villa Maria College.

### **QUALIFICATIONS:**

- Master's Degree required;
- Minimum of one (1) year experience in the field of occupational therapy, including practice as occupational therapist or occupational therapy assistant, and supervisory or administrative experience;
- Experience in a full-time or part-time academic appointment with teaching responsibilities preferred;
- Understanding of and experience with occupational therapy assistants;
- Microsoft Office knowledge necessary;
- Exemplary communication and leadership skills ;
- Ability to plan, strategize and coordinate effectively.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

### **ESSENTIAL FUNCTIONS:**

General environment requires this employee to use manual dexterity and flexibility. Incumbent must have the ability to navigate around the classroom environment. This work may include time spent at a computer, typing, writing, standing, bending, twisting, walking, including up and down stairs, lifting and carrying items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position.

### **TO APPLY:**

Please complete the online job application at [jobs.villa.edu](http://jobs.villa.edu), and submit a cover letter and resume, as attachments. Completed applications are forwarded to the Search Committee for review. The Search Committee will carefully review each resume and qualified candidates will be contacted for an interview.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

**VILLA MARIA COLLEGE INCLUSION STATEMENT:**

*At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.*