

**OCCUPATIONAL THERAPY ASSISTANT  
OCCUPATIONAL THERAPY ASSISTANT PROGRAM DIRECTOR  
FULL-TIME FACULTY POSITION**

**JOB SUMMARY:**

The Occupational Therapy Assistant Program Director leads, coordinates and supervises Villa Maria College's Occupational Therapy Assistant (OTA) Program. The Director will also help to advance the program and oversee continuing accreditation from the Accreditation Council for Occupational Therapy Education (ACOTE). The Director will be responsible for coordination of all part-time within the OTA program, and will collaborate with the Fieldwork Coordinator to ensure strong professional development and support for students.

**ESSENTIAL RESPONSIBILITIES:**

- Coordinate and oversee continuing accreditation from the Accreditation Council for Occupational Therapy Education (ACOTE);
- Collect and retain data on student achievement in the OTA program;
- Lead and facilitate the ongoing review and improvement of the OTA curriculum;
- Recruit and oversee part-time OTA faculty;
- Teach OTA courses in accordance with the policies and procedures of the College;
- Provide academic advisement for students in the OTA program;
- Collaborate with the Fieldwork Coordinator to ensure appropriate preparation of students for fieldwork placement;
- Provide service to the program, Department, and College, including participating in recruitment activities and committee work;
- Pursue professional development opportunities to develop skills as an educator and professional;
- Support the academic mission of the OTA program, the Department of Health Sciences and the college as a whole;
- Support the philosophy and objectives of the College;
- Participate in College functions;
- Serve on committees of the College; and
- Other duties as assigned to meet the mission of the College.

**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;
- Two (2) years 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.

**ESSENTIAL FUNCTIONS:**

Professional business office setting. General environment requires employee to be flexible. This work may include hours standing and walking, including up and down stairs. Evening and weekend hours may be needed on occasion to perform work associated with this position. Possible keyboarding movements will be necessary to perform computer work for this position.

**APPLICATION MATERIALS:**

Applicants should include 1) cover letter; 2) resume or curriculum vitae; 3) statement of teaching philosophy; 4) two professional references.

To be considered, complete the online job application. When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most 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, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or 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.