



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

System-wide

To apply, please submit completed employment application ([click here for application](#)), resume and letter of interest to: **Campus Executive Officer,**
4775 Indian School Rd., NE Ste. 200, Albuquerque, NM 87110

- I. **POSITION TITLE:** Occupational Therapy Assistant Program Coordinator
- II. **EMPLOYEE CLASSIFICATION:** Professional
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** Campus Academic Dean
- V. **POSITIONS REPORTING TO THIS POSITION:** None
- VI. **DUTY HOURS:** The basic work week shall be 40 hours per week. Additional time as is necessary to accomplish the basic function/purpose. Some evening and weekend hours may be required. Some travel may be required.

VII. MINIMUM REQUIREMENTS:

EDUCATION/EXPERIENCE: Master's degree required. Must be an initially certified occupational therapist or occupational therapy assistant who is licensed or credentialed according to regulations in the state or jurisdiction in which the program is located.

EXPERIENCE: Minimum of five years of experience in the field of occupational therapy, including practice as an occupational therapist or OTA, administrative or supervisory experience, and at least one year of experience in a full-time academic appointment with teaching responsibilities. The program director must have an understanding of and experience with occupational therapy assistants.

PHYSICAL: Sight, hearing, speaking, finger and manual dexterity, reaching, bending, ability to sit for long periods of time and occasionally exert force to lift and/or move objects up to 20 lbs.

SKILLS EXPECTATIONS: Skills in teaching, classroom management, performance-based curriculum design, assessment, and program evaluation; management and leadership skills, including planning, organizing, leading and controlling; interpersonal and communication skills; skills in initiating and managing change; problem-solving and critical thinking skills; and, an ongoing interest in and involvement with relevant local, regional and national professional organizations.

- VIII. **BASIC FUNCTION/PURPOSE OF THE POSITION:** The Occupational Therapy Assistant Program Coordinator is responsible for the management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of ACOTE accreditation, commitment to strategies for professional development, and general effectiveness

of the program in support of the mission of the university as defined by the university president and the board of directors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Program Administration
 1. Serve on program assessment committees and ad hoc committees.
 2. Attend and participate in faculty meetings.
 3. Participate in regional accreditation reviews and reports.
 4. Coordinate program accreditation activities and the self-study at the campus.
 5. Develop and work with the program advisory committees for occupational therapy assistant program.
 6. Assist in publicizing and disseminating information about the program.
 7. Work with admissions in recruiting students.
 8. Participate in program reviews with the system program chair.
 9. Identify, assess learning opportunities, select, and approve suitable externship sites.
 10. Coordinate program agreements with outside entities.
 11. Direct student fieldwork, including site orientation for students and supervisors, site visits, and evaluation of student learning and performance in collaboration with fieldwork supervisors.
 12. Order faculty copies of textbooks as needed for program faculty, and assure that all instructors have access to the most current textbooks and instructional support materials.
 13. Develop projected course offerings for the program on a quarterly basis.
 14. Schedule courses and instructors, ensuring appropriate faculty loads, in cooperation with the academic dean.
 15. Lead or assist in other special projects.

- * B. Program Curriculum
 1. Make recommendations for proposed changes to the program status sheet or master syllabi to the faculty program assessment committee.
 2. Recommend textbooks and related instructional materials to the faculty program assessment committee.
 3. Recommend methods for measuring student attainment of program competencies and learning outcomes to the faculty program assessment committee.

- * C. Advising
 1. Serve as the primary advisor for the program.
 2. Assist students with course scheduling and provide guidance in their academic and personal development.
 3. Approve student requests for fieldwork.
 4. Review and submit to the academic dean all requests for approval of independent studies.

- * D. Teaching Load
 1. Teach one to two courses per quarter.

- * E. Budgets
 1. Develop and monitor the program budget.
 2. Make recommendations regarding equipment, professional development, subscriptions, books and references, and software purchases.

Perform other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Campus Academic Dean
- B. Associate Provost/System Vice President for Curriculum & Instruction
- C. Campus Executive
- D. Campus faculty, staff and students.
- E. System Director of Curriculum and staff
- F. Program Assessment Committee
- G. Other administrators, faculty, staff and students of the University
- H. Business people, clients, and customers

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the University and/or the President.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.