I. POSITION TITLE: Therapeutic Massage Coordinator

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Academic Dean

V. POSITIONS REPORTING TO THIS POSITION: None.

VI. DUTY HOURS: Minimum of 40 hours per week, plus additional time needed to complete tasks, varied hours.

VII. MINIMUM REQUIREMENTS:

   EDUCATION: Bachelor’s degree required, master’s degree preferred. Completion of a 500-hour massage program is required and certification from the National Certification Board for Therapeutic Massage preferred.

   EXPERIENCE: Three year’s of previous massage experience and a minimum of one year teaching experience preferred.

   PHYSICAL: Occasionally lift a maximum of 20 pounds. Stand for extended periods of time and have full use of hands, arms, legs and possess good eye-hand/mind-eye coordination, speak clearly and distinctly and possess the ability to teach.

   SKILLS EXPECTATIONS: Excellent verbal and written communication skills; MS Office ability; internet research.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To develop, organize, direct and coordinate the therapeutic massage program and to provide instruction and assessment for therapeutic massage classes. To accept responsibility for the enhancement of student retention and professional development within the therapeutic massage program in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

   * A. Provide instruction for therapeutic massage classes.

   * B. Provide academic advising and maintenance of therapeutic massage student files.
C. Contact, negotiate and secure approvals for internship placement. Make periodic contacts with students and internship supervisors.

D. Evaluate site performance of therapeutic massage students.

E. Participate in advisory committee meetings for the therapeutic massage program.

* F. Assist the academic dean with therapeutic massage program organization, administration, evaluation and continued development.

G. Assist with student placement upon graduation.

H. Assist the academic dean with schedule development for therapeutic massage students.

I. Assist with and coordination of curriculum development with the academic dean.

J. Assist with textbook review and assignments of therapeutic massage faculty.

K. Assist with self-study for COMTAA and IMSTAC accreditation.

L. Promote the therapeutic massage program to prospective students, members of the community and employers.

M. Work in cooperation with other National American University campuses offering Therapeutic Massage.

N. Assume other duties and responsibilities as assigned by the academic dean.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: All staff, faculty and students at the university; all persons/businesses that contact or work with the university.

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

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

*Denotes essential elements of the position.