POSITION DESCRIPTION
Denver Campus

To apply submit an employment application ([click here for application]), resume, and letter of interest to: OTA Program Coordinator
1325 South Colorado Blvd, Ste. 100, Denver, CO 80222

I. POSITION TITLE: Academic Fieldwork Coordinator (AFWC) of Occupational Therapy Assistant (OTA) Program

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: OTA Program Director

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. Travel is required (including some overnight and extended) to complete the on-site fieldwork visits.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Must be an initially certified occupational therapist or occupational therapy assistant licensed or credentialed according to regulations in the state or jurisdiction in which the program is located. Must possess a minimum of a bachelor’s degree.

EXPERIENCE: Minimum of three years of experience in the field of occupational therapy, including practice as an occupational therapist or OTA. Previous teaching experience preferred, but not required.

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:** This full-time position includes planning, developing, coordinating, monitoring, and assessing the Level I and Level II Fieldwork program. It includes developing and maintaining written agreements and memoranda of understanding for student fieldwork affiliations. Level I and Level II fieldwork experiences are completed off-site and are taught by fieldwork site educators. The AFWC oversees fieldwork instruction via on-site visits, phone visits, and email correspondences. In addition to fieldwork education and administration, the AFWC will hold other teaching and program responsibilities on campus. These functions are 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. Program Administration**
  1. Assist in program (re)accreditation activities and the self-study at the campus.
  2. Assist in publicizing and disseminating information about the program.
  3. Work with OTA Program Director and admissions staff in recruiting students.

* **B. Fieldwork Administration and Education**
  1. Coordinate student fieldwork program.
  2. Identify, contact, and approve suitable Level I and Level II fieldwork sites.
  3. Establish and maintain written legal agreements and memoranda of understanding with fieldwork sites.
  4. Coordinate fieldwork orientation for students and fieldwork site educators.
  5. Establish and maintain contact with students and fieldwork site educators via site visits, phone visits, and email exchanges throughout the duration of fieldwork.
  6. Responsible for composing and maintaining the NAU Occupational Therapy Assistant Fieldwork Manual.
  7. Oversee evaluation of student learning and performance in collaboration with fieldwork educators.
  8. Project a positive image of the program both within the NAU system and within the community.
 10. Mediate interpersonal issues between students and fieldwork educators.
 11. Analyze fieldwork issues within an ethical framework for positive resolution.

* **C. Program Curriculum & Teaching**
  1. Critically integrate practice, theory, literature, and research for evidence-based practice.
  2. Understand occupation and how it integrates with other disciplines.
  3. Appreciate different learning styles upon the teaching or learning process.
  4. Appreciate and adopt respectful practices that encourage and support a diverse learning environment.
  5. Use assessment and evaluation strategies within individual courses.

* **D. Academic Advising**
  1. Assist students with course scheduling and provide guidance in their academic and professional development.
2. Evaluate student and program issues and determine appropriate referral to the program director.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:
   A. Occupational Therapy Assistant Program Director
   B. Legal Department
   C. Campus Academic Dean
   D. Associate Provost/System Vice President for Curriculum & Instruction
   E. Campus Executive
   F. Campus faculty, staff and students.
   G. System Director of Curriculum and staff
   H. Program Assessment Committee
   I. Other administrators, faculty, staff and students of the University
   J. Business people, clients, and customers

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.