

Occupational Therapy Assistant (OTA) Academic
Fieldwork Coordinator (AFWC)
Marian University

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Posted Nov. 18, 2024, set to expire Mar. 18, 2025

Job Title Occupational Therapy Assistant (OTA) Academic Fieldwork
Coordinator (AFWC)

Department Health Professions

Institution Marian University
Indianapolis, Indiana

Date Posted Nov. 18, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Occupational Therapy

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=b6793f5a-a49a-4ef3-b31e-7c5700371c38>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks an Academic Fieldwork Coordinator (AFWC) to promote our Catholic Franciscan mission and identity by contributing to the development of fieldwork education for the inaugural Occupational Therapy Assistant (OTA) program.

The successful candidate will be passionate about fieldwork education with a spirit for innovation and creative problem-solving. This individual will be a key leader in the development of the inaugural programs within the Department of Occupational Therapy, including contributing to a unique curricular

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design and establishing fieldwork partnerships that will meet the needs of our diverse learners in collaboration with expanding health professions programs at Marian University.

The position is a full-time, 12-month, non-tenured core faculty member appointment holding the rank of clinical assistant, clinical associate, assistant, or associate professor of occupational therapy. Rank and salary are commensurate with qualifications and experience.

Essential Duties and Responsibilities:

Actively engage in the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Contribute to the creation of a mission, vision, and strategic plan for developing programs that support innovation, accessibility, leadership, and excellence in occupational therapy education and practice.

Fieldwork Education – Assessment & Accreditation:

Responsible for the OTA Program compliance with the Accreditation Council for Occupational Therapy Education (ACOTE®) fieldwork requirements

Implement data-driven decisions through the collection and interpretation of fieldwork education data to assess the needs of the program, faculty, students, and sites.

Maintain compliance with ACOTE® accreditation standards related to fieldwork education policies, procedures, and practices.

Ensure continual assessment and improvement of the fieldwork education program, utilizing feedback from fieldwork, students, and faculty to drive enhancements.

Fieldwork Education – Operations & Curriculum:

Plan, develop, coordinate, and facilitate the fieldwork education operations and curricula within the Occupational Therapy Assistant Program.

Establish and strengthen collaborative partnerships with fieldwork education sites that represent occupational therapy practice and uphold Marian University's occupational therapy programs' mission. Collaborate with the Marian University Health Professions leadership team to develop and implement affiliation agreements that consider students' diverse learning needs.

Facilitate quality fieldwork experiences for students, ensuring compliance with the Accreditation Council for Occupational Therapy Education (ACOTE®) standards.

Collaborate and communicate with fieldwork education partners and faculty to address the students' diverse learning needs and assess the quality of fieldwork education experiences.

Facilitate mentorship of fieldwork educators to enable quality fieldwork experiences for students and

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effectively integrate didactic content with fieldwork experiences.

Develop and revise (as needed) occupational therapy fieldwork education policies and procedures, informing students and fieldwork educators on policies and monitoring adherence during fieldwork education experiences.

Place, supervise, and communicate with students before, during, and after fieldwork education experiences

Work within a collaborative team across the occupational therapy department in site recruitment, outreach/mentorship with sites and fieldwork educators, and student placement.

Communicate information about fieldwork education with core faculty, fieldwork education sites, and students.

Assist with developing and coordinating fieldwork education aspects of strategic planning and monitoring fieldwork education goals/outcomes.

Foster a culture that promotes dignity, justice, and unity in occupational therapy fieldwork education.

Engage in developing and implementing expectations for student behaviors and skills that ensure competency and safety before engaging in fieldwork education.

Teaching:

Create and deliver learning experiences consistent with the program's mission and curricular guiding principles.

Provide honest and meaningful assessment of student learning, competence, and behaviors that cultivate reflective and adaptive learning.

Assess student progress toward entrustment of professional occupational therapy activities through fieldwork education experiences.

Demonstrate teaching effectiveness and appropriate use of educational technology

Participate in the assessment of students' professionalism, competence, safety, and readiness for fieldwork education in cooperation with other faculty.

Scholarship:

Contribute to the occupational therapy profession through the incorporation of scholarship.

Promote and engage in a culture of evidence-based practice.

Service:

Role model Franciscan values through collaborative endeavors and service to the university, profession, and communities.

University and Unit Expectations: (examples listed below)

Knowledge of and a commitment to the mission of Marian University

Initiate, adopt, evaluate, and uphold program and University policies, procedures, and practices

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including, but not
limited to:

- o Admission requirements
- o Academic policies
- o Professional behavior policies (i.e. related to ethical behavior, performance essentials)
- o Fieldwork Education
- o Student progression through the program

Shows courtesy and respect in interactions with fellow employees, students, subordinates, and supervisors

Communicates regularly with supervisor about Program/Department issues

Meets department productivity standards

Contribute to the development and assessment of department goals, objectives, and strategic plan
Assists in establishing department measurements that align and support the accomplishment of the University's

Strategic goals

Adheres to the department budget

Strong organizational, communication, interpersonal, problem-solving, and mentoring skills

Ability to travel to fieldwork education sites as needed

Participates in recruitment and retention activities for students

Regularly participates in academic unit meetings

Knowledge of legislative, regulatory, legal, and practice issues affecting occupational therapy assistants and occupational therapy (including but not limited to fieldwork education)

Support the accomplishment of the University's strategic goals

Participate in annual faculty evaluation consistent with university practices

Required Qualifications:

The Occupational Therapy Assistant (OTA) Academic Fieldwork Coordinator (AFWC) will demonstrate the academic and

professional qualifications and relevant experience requisite for providing effective fieldwork education in the associate -

level program. Qualifications include all the following:

An occupational therapist (OT) or occupational therapy assistant (OTA)

Hold a minimum of a baccalaureate degree awarded by an institution that a USDE-recognized institutional accrediting agency accredits.

Hold an active, unencumbered Indiana occupational therapy license or be eligible for licensure in Indiana.

Have current certification through the National Board for Certification in Occupational Therapy

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(NBCOT®) as an Occupational therapist Registered (OTR®) or Certified Occupational Therapy Assistant (COTA®)

Have two (2) years of documented experience in the field of occupational therapy, which must include :

- o clinical practice experience as an occupational therapist or occupational therapy assistant,
- o professional experience as a fieldwork educator or documentation of training in the roles and responsibilities of a fieldwork educator

Preference may be given to candidates with experience in fieldwork education, teaching in an occupational therapy

education program, scholarly engagement, experience with ACOTE® accreditation, and/or active professional service at

the local, state, or national level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.

Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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