



## College of Health Professions & Sciences Bachelor of Science in Occupational Therapy Assistant

Positions: **Academic Fieldwork Coordinator** (Full Time, Exempt -12-month position)  
**Adjunct Faculty** (Part Time)

Location: Babson Park, Florida  
Closing Date: Open Until Filled

Webber International University and the Bachelor of Science in Occupational Therapy Assistant (OTA) Program invite applications for a full-time Academic Fieldwork Coordinator and part time Adjunct Faculty. This is the first OTA program offered at a Baccalaureate level in the state of Florida and the first BSOTA program with a minor in Health Services Administration (HSA) in the nation.

These are faculty positions that reports directly to the Program Director. It involves both administrative support responsibilities associated with the program and instructional responsibilities as appropriate within the program. Work requires the analysis of complex problems, planning of various interrelated activities, and sometimes the coordination of multiple projects or simultaneous functions.

### **Qualifications:**

- Master's degree (required) awarded by an institution that is accredited by a USDE-recognized regional or national accrediting body.
- OT or OTA licensed (or eligible for licensure) in Florida.
- Experience with student supervision.
- Minimum of five (5) years of documented clinical experience in occupational therapy.
- At least one (1) year teaching experience (preferred) in the subject area (pediatrics, mental health, geriatrics, orthopedics, neurophysiological, research, or administration).
- Excellent organizational, verbal, and written communication skills.

### **Roles and responsibilities include:**

- Teach fieldwork and non-fieldwork courses as negotiated with the Program Director to support the academic curriculum.
- Identify and establish agreements with clinical sites for Level I & II clinical placement of students.
- Advise and support students and fieldwork educators in accordance with academic curriculum.
- Identify, supervise, train, and evaluate fieldwork educators and preceptors.
- Conduct lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required.
- Evaluate, monitor, and mentor academic progress.
- Grade papers and tests, prepare exercises, lessons, and lab experiments for students.
- Guide, lead, and mentor students in research projects.
- Encourage regular and effective consultation with students.
- Supervise lab activities, independent study activities, and off campus learning such as practicum and internships.
- Demonstrate evidence of other experience relevant to the position.
- Demonstrate evidence of leadership through contributions to decisional and university-wide activities and to the profession in general.
- Participate in Webber International University activities to include committees, extracurricular activities, curriculum development or developmental activities in appropriate areas
- Meet the standards of the Southern Association of Colleges and Schools (SACS) and the Accreditation Council for Occupational Therapy Education (ACOTE).

**How to apply:** E-mail a copy of your CV, including a list of three professional references and a cover letter outlining your qualifications and your interest for the position to [BSOTA@webber.edu](mailto:BSOTA@webber.edu)

**Attachments should be PDF files**