

Position: **Program Director (Full Time, Exempt)**

Location: Babson Park, Florida

Closing Date: Open Until Filled

Webber International University and the Bachelor of Science in Occupational Therapy Assistant (BSOTA) Program invite applications for **Program Director** for the BSOTA program. 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.

The BSOTA Program Director reports directly to the Dean of the College of Health Professions and Sciences. The program director position involves both administrative support and instructional responsibilities as appropriate within the program. Work requires the analysis of complex problems, planning of various interrelated activities, initiating and setting strategic objectives from start to completion involving deadlines, milestones and processes.

Qualifications:

- Minimum of a 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.
- Minimum of five (5) years of documented experience in the field of occupational therapy with clinical, administrative, and scholarship experience.
- At least two (2) years of experience in a full-time academic appointment with teaching responsibilities at the postsecondary level.
- Excellent organizational, verbal, and written communication skills.

Roles and responsibilities include:

- Provides leadership to program and programming staff. Assess staffing and make recommendations for hire.
- Oversee and manage all aspects of the specific program's development and continuity to include curriculum delivery, promotion and scheduling of instruction.
- Periodically review program curricula to ensure materials are up to date.
- Work with faculty to ensure consistency of curricula delivery across campuses.
- Monitor program achievement and student learning outcomes.
- Meet with local advisory board to ensure programs meet community/employer needs.
- Participates in student recruitment efforts and develop and monitor externship programs.
- Coordinate with the library and bookstore to ensure the availability of associated materials.
- Collaborate with other academic departments to improve program offerings and scheduling.
- Responsible for both the initial and continuing compliance with state, accreditation, and other oversight program activities.
- Leads participation in the accreditation process and assures full compliance with federal, state and accrediting body standards and regulations.
- Interface and communicate with students on a regular basis and respond to program inquiries.
- Responsible for student support with academic difficulty through on-going review of academic performance.
- Approves prerequisite course substitutions and transfer credits.
- Deliver lectures/facilitate labs as needed.
- Participate in Webber International University activities to include committees, extracurricular activities, curriculum development or developmental activities in appropriate areas.

How to apply:

E-mail a copy of your CV or resume, a letter of intent outlining your qualifications and interest for the position, and a list of three professional references with their contact information (attachments should be PDF Files) to: MarquezNJ@webber.edu

Visit www.webber.edu/bsota to learn more about the BSOTA program.