

**Job Title:** Full-time Faculty-Baccalaureate Project Coordinator

**Reports To:** Program Director for the Bachelor of Science in Occupational Therapy Assistant Program

**FLSA Status:** Exempt

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**OVERVIEW:** The incumbent in this position will report directly to the Program Director for the Bachelor of Science Occupational Therapy Assistant Program. It involves both administrative support responsibilities associated with the capstone project and instructional responsibilities as appropriate within the program. Work requires ensuring that the baccalaureate capstone project is designed through collaboration of the faculty and the student(s), including individualized specific objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership and mentoring to the students during the complete capstone experience.
- Ensure that the baccalaureate capstone project reflects the sequence and scope of content in the curriculum design so the capstone project can allow for development in-depth knowledge in the designated area of interest.
- Oversee and manage all aspects of the individual student capstone project's development through completion.
- Ensure that the baccalaureate capstone project is designed through collaboration of the faculty and the student(s), including individualized specific objectives.
- Monitor individual student capstone projects to ensure that they are meeting the schedule deadlines.
- Work with faculty to ensure student/faculty collaboration throughout the capstone project process.
- Monitor student achievement and student learning outcomes.
- Create and modify student learning objectives applicable to the capstone projects.
- Document a formal evaluation mechanism for objective assessment of the student's performance during and at the completion of the baccalaureate capstone project.
- Ensure completion and presentation of a report of the individual or group project demonstrating in-depth knowledge in the focused area of study.
- Coordinate with the Program Director regarding the library and bookstore to ensure the availability of associated reference materials.
- Assist the Program Director in maintaining initial and continuing compliance of ACOTE Standards related to the capstone project and with state and other oversight program activities.
- Participate in student recruitment efforts.
- Participate in the accreditation process and assure full compliance with federal, state and accrediting body standards and regulations as related to

baccalaureate capstone projects.

- Interface and communicate with students on a regular basis.
- Other duties as assigned or become evident.

**IF SERVING AS A FACULTY MEMBER:**

- Deliver lectures/facilitate labs.
- Grade projects and exams.
- Provide progress reports/midterm feedback.
- Maintain gradebook
- Enforce policies (attendance, dress code, etc.)
- Report attendance issues to the Program Director.
- Advise students and answer student's inquiry.
- Develop lesson plans, exams, quizzes, and projects/assignments.
- Monitor equipment and supplies.
- Maintain classroom.
- Maintain any relevant licensures and certifications.
- Attend campus meetings as expected.
- Participate in committees and knowledge sharing forums.

**SUPERVISORY RESPONSIBILITIES:**

- Manages and motivates students as related to capstone projects.
- Ensures faculty/student collaboration.
- Plans and organizes student timeline for the completion of the capstone project.

**COMPETENCIES**

- Ability to manage multiple projects while streamline processes and procedures to ensure an efficient operation.
- Ability to effectively present information in a one on one and small group setting.
- Ability to write reports, business correspondence and other reports as assigned by the Program Director as related to the capstone experience.
- Ability to work cooperatively with all internal and external stakeholders.
- Ability to effectively communicate both verbally and in writing with other areas internally and externally out of the University, in order to meet the needs of the students, the community and the profession.
- Ability to work independently and make major decisions in regards to the specific capstone program.
- Ability to maintain current knowledge of the discipline and educational methodologies through continuing professional development.
- Ability to maintain current knowledge of the program policies, procedures, and student progress.
- Ability to relate to a diverse population in a professional manner.
- Ability to organize, prioritize and complete multiple tasks.
- Ability to promote a positive atmosphere of teamwork and collaboration on and off campus.

- Ability to remain professional at all times during stressful situations.

**COMPUTER SKILLS:**

- Ability to operate personal computer frequently for data entry, word processing and spread sheet software.
- Ability to use Microsoft Office software to include Word.
- Ability to use electronic mail software to include Microsoft Outlook.
- Ability to use internet browser software to include Internet Explorer.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, and/or feel objects.

**WORK ENVIRONMENT:**

- This position requires the individual to work in a normal office setting with a moderate noise level.

**TRAVEL REQUIREMENTS:**

- As needed to ensure both the student and program success.

**EDUCATION, EXPERIENCE, and TRAINING:**

- Graduation from a regionally accredited college or university with a minimum of a Master's degree, in accordance to ACOTE standards. Doctoral degree preferred.
- Must have documented expertise in their area(s) of teaching responsibility and knowledge of the content delivery method (e.g., distance learning). Evidence of expertise in teaching assignments might include documentation of continuing professional development, relevant experience, faculty development plan reflecting acquisition of new content, incorporation of feedback from course evaluations, and other sources.
- The expertise to ensure appropriate curriculum design, content delivery, and program evaluation.

**CERTIFICATION:**

- Occupational Therapist as regulated by the State of Florida.
- Be initially certified as an occupational therapist or occupational therapy assistant

**Note:** Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities,

duties, and skills required of employees in this position.

**I have read and understand the duties of my position, and have reviewed the above Job Description with my Manager:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_