

	Category
Academic Affairs	
	Division
Brown Mackie College	
	Minimum Education Required
Master's Degree	
	Job Code
13006	
	Location
Brown Mackie College - Phoenix Phoenix, AZ 85029, US	
	Open Date
05/12/2010	
	Travel Required
20 - 40%	
	Job Description

Job Summary

Fieldwork Coordinator is an integral team to the Occupational Therapy Assistant (OTA) Program. Responsibilities include securing appropriate number of fieldwork sites to meet the needs of the students in the OTA Program, collaborate with faculty to design fieldwork experiences, and provide appropriate supervision to the students and fieldwork educators when the students are on fieldwork. S/He provides education through learning-centered instruction that will enable graduates to fulfill the evolving needs of the marketplace. S/He encourages a culture of learning that values mutual responsibility and respect, life-long learning and ethics as well as personal and professional development. Incumbent must assure that the EDMC philosophy: quality services to clients; development, growth, involvement, and recognition of employees; sound economic principles; and environment which is conducive to innovation, positive thinking and expansion - is considered in carrying out the duties and responsibilities of this position.

Key Job Elements:

1. Provides competency-based education which aligns with the EDMC model of curricula as well as supports the EDMC style of system delivery.
2. Obtaining fieldwork sites, placing students at appropriate fieldwork settings, and appropriate supervision of students while on fieldwork.
3. Enables the achievement of pre-described exit competencies for student achievement and evaluation of learning by providing instruction which fosters competencies and establish student performance criteria and evaluation.
4. Manages the learning environment through keeping accurate records, submitting grades and other reports on time, and enforcing school/campus academic and attendance policies.
5. Contributes to a learning culture by participating on curriculum and system task forces, supporting local campus events such as orientation and graduation, and participating in various other workshops and meetings.
6. Relates professional/life/industry experience to learning by the continuation of professional/technical skills development, the introduction of industry perspective into courses, and the active awareness of professional/industry trends and opportunities.

Reports To:

Dean of Academics, Academic Department Director

Directly Supervises:

None

Interacts With:

Academic Affairs Department, Other school/campus functional areas, Curriculum Task Force and other committees, other faculty, and students

Job Requirements (Knowledge, Skills and Abilities):1. Knowledge:

- a) Associates degree in the field of Occupational Therapy Assistant; by July 1, 2012 a Bachelors degree in a field related to the classes to be taught **or** a Bachelors degree or Masters degree in the field of Occupational Therapy.
- b) Three to five years of experience as an occupational therapist or an occupational therapy assistant and zero to two years experience in instruction or formalized education process, preferably in a post-secondary or college institution.
- c) Currently licensed or credentialed occupational therapists or occupational therapy assistant and membership in a professional association tied to area of instruction preferred.

2. Skills:

- a) Excellent verbal and written communication skills including the ability to build successful relationships with student populations.
- b) Outstanding conflict resolution skills.
- c) Demonstrated time management and detail-oriented skills
- d) Computer based skills (i.e., software, analytical, and report writing skills)

3. Abilities:

- a) Ability to work effectively under pressure and to meet frequently occurring deadlines.
- b) Ability to develop a professional rapport with diverse school/campus constituents.
- c) Ability to develop and complete projects without continued direct supervision
- d) Ability to learn from students participation, demonstrates fair and consistent behavior in all matters, and shows compassion without being ineffectual

Work Environment & Notice

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Notice

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

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