POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Academic Fieldwork Coordinator, Occupational Therapy Assistant Program

EMPLOYMENT TERM: Full-time, 10 month position

BEGINNING DATE: August 2014

RESPONSIBILITIES: The academic fieldwork coordinator (AFWC) is responsible for providing OTA students with quality Level I and Level II fieldwork opportunities. Develops, coordinates and monitors programming related to student fieldwork experiences. Responsible for ensuring the program’s compliance with ACOTE fieldwork education requirements and collaborating with fieldwork educators to ensure that fieldwork experiences meet the program’s objectives. Willingness to sponsor and/or support student activities outside of class. Teach OTA classes as needed. Work with a flexible schedule, including evening classes, some weekends and clinicals as needed. For a complete job description, go to www.panola.edu/hr.

QUALIFICATIONS: Bachelor’s degree required with at least 3 years of clinical practice experience as a COTA. Initially nationally certified and currently licensed to practice OT in the State of Texas. Current driver’s license required. Fieldwork educator experience required. Current NBCOT certification required. Current AOTA membership required. Proficient computer skills required. Experience working with pediatric clients preferred.

COMPENSATION: The salary offered will be commensurate with educational background and work experience.

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60 day waiting period.

CLOSING DATE: Screening of applications to begin immediately. Position open until filled.

**Must pass a pre-employment criminal background check.**

APPLICATION PROCEDURE: Applicants should secure and submit an application with resume, official transcripts and three letters of recommendation to:

Mike Edens, Office of Human Resources
Panola College
1109 W. Panola St
Carthage, Texas 75633
903.693.2021 email: medens@panola.edu

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