

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Academic Fieldwork Coordinator/Instructor Occupational Therapy Assistant Program

LOCATION: Carthage, Texas

EMPLOYMENT TERM: Full-time, 12 month position

BEGINNING DATE: August 2022

RESPONSIBILITIES: The Academic Fieldwork Coordinator (AFWC) develops, coordinates and monitors quality Level I and Level II fieldwork opportunities for the OTA students. The AFWC is 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. The AFWC will also support student learning through course instruction as assigned, OTA student advising, OTA curriculum design, participating in and leading appointed committees, preparing instructional materials, participating in professional development activities for faculty, budgeting, participating in recruitment, retention activities, and building a positive public image for the College. Occasional need to sponsor and/or support student activities outside of class. Flexibility is critical in this role given the nature of navigating the management needs of the fieldwork educators and OTA students. For a complete job description, go to <https://www.panola.edu/humanresources>

QUALIFICATIONS: OT or OTA with minimally a Bachelor's degree and at least 3 years of OT clinical practice experience is required. The applicant should be initially NBCOT certified, currently licensed to practice OT in the State of Texas and have a current driver's license. Interest and ability to learn cutting edge educational technology is a benefit. Must have strong communication skills, ability to work effectively with students, fieldwork educators, faculty and staff. **Applicants with pediatric intervention experience are 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, Dental Insurance and paid vacation. 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** to:

Jeremy Dorman, Office of Human Resources
Panola College - 1109 W. Panola St - Carthage, Texas 75633
903.693.2021 email: jdorman@panola.edu