

## **Academic Fieldwork Coordinator (AFC) for Occupational Therapy Assistant Program Boston, MA**

### **Position Overview**

We are seeking an innovative, collaborative and visionary **Academic Fieldwork Coordinator (AFC)** for our developing **Occupational Therapy Assistant Program**. As a founding member of the program, the AFC is in a unique position to design and initiate OTA fieldwork experiences that influence the future of the occupational therapy profession, create positive social change, serve others, and create unique learning opportunities in preparation for today's healthcare market. *Experience as a COTA or supervising COTAs is required.* As a full-time faculty member, the AFC procures fieldwork sites, provides development to fieldwork educators, and monitors student fieldwork progress, and teaches and mentors students. The AFC ensures the OTA program's compliance with Level I and Level II experiences with ACOTE standards. The AFC will also teach courses in the OTA curriculum and may also serve on committees. The AFC directly reports to the OTA Program Director.

The Academic Fieldwork Coordinator for its Occupational Therapy Assistant Program in Boston, Massachusetts. The program is in candidacy status with classes starting May 2022. Desired AFC start date is May 2021.

### **Responsibilities**

- Course management
- Advisement
- Scholarship
- Service
- Clinical Education Program Planning, Implementation, and Assessment
- Communicates between the Academic Institution and Affiliated Clinical Education Sites
- Clinical Site Development
- Fieldwork Educator Development
- Perform other duties as assigned

### **Requirements**

- An earned bachelor's degree (if an OTA) or Masters (if an OTR).
- A minimum of three (3) years in clinical practice.

### **Preferred Requirements**

- Certified OTA with an earned bachelor's degree (if an OTA).
- A minimum of three (3) years in clinical practice.
- A minimum of one year of experience teaching in higher education.
- Experience placing students for fieldwork.
- Demonstrated commitment to excellence in teaching and mentoring of students and ongoing scholarship.

### **Working Conditions**

- Sedentary work. Exerting up to 10 to 15 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Stooping and bending the body downward and forward.
- Normal office conditions. Must be available to work a flexible schedule.
- Travel is an expectation and requirement of the position. Site visits to clinical locations are often required to assess the suitability of the site and to monitor student's performance. Visits to sites may be initiated by the site, student, or the Fieldwork Coordinator.



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### **Benefits and Perks**

- Medical, Vision, and Dental
- Life, AD&D, Short, and Long-Term Disability
- Flexible Spending Account
- 401K Retirement Plan
- 12 Paid Holidays
- Floating and Birthday Holiday
- Vacation and Sick Time
- Personal Days
- Employee Assistance Program

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