



Academic Fieldwork Director Auerbach School of Occupational Therapy

Position:

Academic Fieldwork Director for the Auerbach School of Occupational Therapy

The Auerbach School of Occupational Therapy (ASOT) at Spalding University in Louisville, KY is seeking a full-time Academic Fieldwork Director (AFD), per 12-month contract. ASOT is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) and is an entry-level occupational therapy program where students earn a Master of Science in Occupational Therapy (MSOT) upon graduation. The local region supports varied medical model/traditional and community-based occupational therapy practice opportunities.

This single-incumbent position reports directly to the ASOT Chair and engages in close, ongoing collaboration with ASOT faculty and other University staff/faculty as needed. The AFD will fulfill a full-time, 12-month University contract, which has flexible start/end times, opportunity to work remotely as appropriate, and annual contract renewal per satisfactory job performance.

Job summary: The AFD will be responsible for maintaining compliance with ACOTE standards for fieldwork through continual work surrounding the following primary duties:

- Procuring strategic fieldwork partnerships with local, regional, and nationally-located agencies;
- Nurturing existing fieldwork partnerships with agencies and fieldwork educators through prompt email/phone communication, on-site or distance workshops/in-services, and site visits;
- Maintaining documentation and contracts in ASOT electronic files for 330+ fieldwork agencies and their fieldwork educators;
- Ensuring fieldwork educators' qualifications to supervise ASOT fieldwork students, per ACOTE standards;
- Creating and disseminating resources for fieldwork educators through on-line tools, workshops, literature, and other resources;
- Organizing, assigning, and managing approximately 460 Level I and Level II student fieldwork experiences per academic year, including 40 additional student placements in collaboration with the local occupational therapy assistant program;
- Ensuring student compliance with each fieldwork agency's onboarding requirements (i.e. criminal background checks, immunizations, vaccinations, TB tests CPR certification, personal insurance, professional liability)



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- Fulfilling duties as faculty-of-record for four Level I fieldwork courses and two Level II fieldwork courses that occur twice per academic year;
 - Orienting students to Level I and Level II fieldwork;
 - Facilitating weekly in-class and on-line Level I fieldwork seminars;
 - Teaching documentation skills (and OT process skills) through weekly documentation labs during Level I fieldwork course work;
 - Monitoring Level II fieldwork student progression through on-line discussion and periodic communication;
 - Collaborating with fieldwork students, their faculty mentors, their fieldwork educators, and the ASOT chair during Level II fieldwork withdrawal processes;
 - Coaching Level I and Level II fieldwork students throughout their student-to-practitioner learning experiences;
 - Referring students to appropriate University resources to support successful completion of Level I and Level II fieldwork;
 - Reviewing/grading assignments for awarding grade upon Level I and Level II fieldwork course completion;
 - Collaboration with other on-campus and local allied health academic programs for interprofessional student learning experiences.

Other duties and responsibilities:

- Participation on ASOT and University committees;
- Work closely with ASOT Office Manager for student- and fieldwork educator-related issues and events;
- Oversee graduate assistants who assist with the following fieldwork duties:
 - Emails continuing competence units to fieldwork educators;
 - Scans student and fieldwork agency documents into electronic files;
 - Collects Level II student evaluations of their fieldwork experiences from QuestionPro (on-line survey tool) and saves in fieldwork agency electronic files.

Job qualifications and requirements:

Candidates must meet the following education and clinical requirements:

- Possess a doctorate degree, currently in pursuit of a doctorate degree, or complete a doctoral degree in occupational therapy or a related area by 2020;
- Licensed (or eligible for licensure) as an occupational therapist in KY;
- Registered by National Board for Certification in Occupational Therapy (NBCOT);
- Evidence of 5+ years of clinical experience as a licensed occupational therapist;



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- Evidence of 1+ years of student supervision, academic instructor, and/or agency manager/leader;
- Proof of CPR certification, immunizations, and vaccinations
- Membership with the American Occupational Therapy Association (AOTA) and applicant's state occupational therapy association.

The following skills are critical for this position:

- Ability to teach/coach/advise students and fieldwork educators
- Excellent spoken and written communication
 - Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organization and time management
- Excellent collaboration and teamwork orientation
- Flexibility and quick problem solving
- Networking and relationship building
- Customer service and prompt responsiveness

Salary/benefits:

Academic rank, salary, and tenure track status are commensurate with credentials and experience.

Contact:

For more information and/or to apply, please electronically submit your Curriculum Vitae, three letters of recommendation, and a letter of interest to:

Angela M. Cecil, MBA, OTR/L
Search Committee Chairperson
Auerbach School of Occupational Therapy
Spalding University
845 South Third Street
Louisville, KY 40203
acecil03@spalding.edu

Review of applications will begin immediately, and the search will remain open until the position is filled.



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About Spalding University:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.