

# TOURO COLLEGE

JOB POSTING

## Chair of Occupational Therapy Department

Reports to: Dean of School of Health Science  
Status: Full Time  
FLSA: Exempt

### **About Touro College:**

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

### **JOB SUMMARY:**

This is a 12-month, full time administrative management position with academic rank with programs located in Manhattan and Long Island.

### **JOB RESPONSIBILITIES:**

Administrative management of the Occupational Therapy department to include, but not limited to the following:

- Provide academic leadership and strategic planning for upcoming 2012 reaccreditation
- Supervision of faculty responsibilities, student activities, admissions and recruitment
- Maintenance for accreditation and NYS registration of programs
- Budget management and planning
- Student advisement, research and teaching opportunities in area of interest

### **REQUIREMENTS:**

#### **Education, Preparation, and Training**

- Earned Doctorate in Occupational Therapy or a related discipline
- New York Occupational Therapy licensure or eligibility

#### **Skills**

- Senior experience in academic administration
- Teaching experience in graduate level education
- Evidence of scholarship

#### **Physical Demands**

- Extensive use of computers
- Extensive time sitting and standing
- Ability to lift 5 pounds

#### **Computer Skills**

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Access, Outlook and Internet Research

#### **Travel**

- Travel between Bayshore and NYC on a weekly basis

**Application Procedure:**

Applications will be reviewed immediately and until the position is filled. A letter of interest, curriculum vitae, and three letters of professional reference should be sent to:

Tara Casimano, MHS, OT/L  
Chairperson, Search Committee  
1700 Union Boulevard  
Bayshore, New York 11706  
631-665-1600 extension 6247

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