

TOURO COLLEGE

JOB POSTING

Academic Fieldwork Coordinator

Reports to: Chair and Director, OTA Department
Status: Part-Time
FLSA: Non-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:

The AFWC is responsible for establishing contracts and working relationships with clinical sites. This responsibility includes ensuring two Level I and two Level II experiences for each student in the Occupational Therapy Department.

JOB RESPONSIBILITIES:

Assist in management of the department to include, but not limited to the following:

- Assign eligible students to fieldwork experiences – Two level I and Two Level II required experiences
- Ensure that all written contracts between the college and fieldwork education center are current.
- Maintain consistent communication and collaborative relationship with clinical sites
- Identify new sites for fieldwork.
- Establish contracts with identified and cooperative sites.
- Provide students information and education in regards to the general or specialized components of fieldwork.
- Interact with students, clinicians and others effectively and respectfully
- Develop fieldwork experience programs that provide best opportunity for the implementation of theoretical concepts.
- Represent the program as a member of MOTEC (Metropolitan Occupational Therapy Education Council of NY and NJ).

REQUIREMENTS:

Education, Preparation, and Training

- Licensed Occupational Therapy Practitioner
- Bachelor Degree
- Experience in administration or management a plus
- Experience with project completion and established work ethic apparent.

Skills

- Requires ability to multi-task at all times.
- Must be able to work collaboratively and effectively in a team environment.
- Ability to learn new skills and implement efficient methods to maintain order and systematic approach to tasks and activities as needed.
- Exceptional interpersonal skills are required, as well as a high level of professionalism in all interactions.

Please see complete job posting on our web site www.touro.edu and go to “Quick Links” Jobs@Touro on the home page.

Application Procedure:

Please send a cover letter and your resume to:

recruit.hr@touro.edu. The subject line of your email should read: “Academic Fieldwork Coordinator”

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.