



## **Occupational Therapy Program Coordinator**

College of Saint Mary is seeking a professional to join the Occupational Therapy Program as a Program Coordinator. At College of Saint Mary we believe in the power of education to help students realize their potential, identify leadership strengths and find fulfillment in careers and lives.

The Occupational Therapy Program Coordinator is responsible for coordination of student support functions, including recruitment, application, advisement, admission, progression and graduation to ensure achievement of Occupational Therapy Program.

### **Essential Functions**

- Coordinate the admission process for CSM OT Program working closely with enrollment – to include review of applicants, pre-requisites, and interviews
- Assist with recruitment and advising of potential students interested in CSM OT Program for both traditional pathway (OTCAS) and integrated pathway
- Collect and present applicant information to OT admissions committee
- Organize and analyze assessment data of the admission process
- Organize and analyze outcomes data of the OT program
- Plan, coordinate, and assist students in the integrated admissions pathway to meet benchmarks
- Assist academic fieldwork coordinator with student requirements for fieldwork rotations
- Assist Physical Therapy program with coordinator duties until PT program coordinator is hired

### **Required Education and Experience**

- Baccalaureate Degree – preferably in health related field
- Prior experience in an academic setting advising students and potential students
- Familiar with scope of OT practice
- Experience interacting with students
- Excellent communication and interpersonal skills, and well-organized
- Program management experience

### **Preferred Education and Experience**

- A master's degree in business, public administration, education, or related field
- Experience with occupational therapy practice

### **Application**

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Occupational Therapy Program Coordinator](#)

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