



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

OT Practicum Coordinator

Are you a positive, energetic professional who wants to support the education of our future occupational therapists? If so, our OT Practicum Coordinator position might be the right fit for you.

Our Idea of a Perfect Candidate Is Someone Who:

- Has strong organization skills, attentiveness to detail, effective communication and documentation skills, computerized data management skills, and teamwork/collaboration skills

Our Ideal Candidate's Preferred Education and Experience Include:

- Baccalaureate Degree in a health-related field or extensive experience in a health field is required
- Prefer degree in occupational therapy and/or experience in academic education

This Position Is Responsible For:

- Coordinate the onboarding process for fieldwork (FW) and doctoral experiential component (DEC) experiences in the OT program working closely with the AFWC and the DCC
- Assume responsibility of recruiting, developing, and maintaining clinical placement sites for both FW and DEC in conjunction with faculty coordinators
- Work with faculty to complete professionalism evaluations on students each semester
- Assist with recruiting and securing sites for didactic experiences such as fieldtrips and service learning
- Utilize Exxat (online platform) to manage data related to students, clinical education sites
- Assess student and faculty satisfaction with practicum experiences
- Collect, organize, and analyze data related to FW and DEC experiences
- Assist with site visits of FW and DEC sites which may require out of town travel
- Maintain OT lab inventory, oversee lab spaces and reservations

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application:

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

[Application for OT Practicum Coordinator](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.