

## **Program Coordinator - Physical Therapist Assistant & Occupational Therapy Assistant**

### **POSITION SUMMARY:**

Support and coordinate various activities associated with the Physical Therapist Assistant (PTA) and Occupational Therapy Assisting (OTA) programs. The program coordinator assists in the coordination of smooth functioning of departments with support to students, faculty and administrators. The Program Coordinator accepts responsibility for contributing to a nurturing an educational atmosphere of collaboration and respect.

This position reports to the PTA and OTA Program Directors.

### **JOB FUNCTIONS:**

1. Communicate information with and between college departments, faculty, students and external stakeholders
  - Communicate needed information in a timely manner
  - Refrain from communicating confidential information
  - Remain accessible to students and faculty by phone or email
  - Effectively represent the college and department with external stakeholders, including advisory boards, clinical education sites, and fieldwork sites.
2. Guide student success
  - Advise students about policies, expectations and resources at CBD College and/or the PTA or OTA academic programs.
  - Monitor student attendance and grades, submitting timely reports to the registrar and program director.
  - Monitor student adherence to established Student Success Plan, Academic Warning or Probation.
3. Coordinate a smooth functioning department
  - Order and track needed instructional materials, supplies and textbooks
  - Schedule meetings and appointments
  - Maintain copies of program specific materials including handbooks, syllabi, meeting minutes, and class schedules.
4. Support the program, clinical education and fieldwork directors
  - Administer program assessment surveys of students, faculty, graduates and employers.
  - Document department and advisory board meeting minutes
  - Assist in the coordination of student rotations
  - Assist in disseminating information to externship sites
  - Type, enter data & manage files
  - Create reports
5. Support the PTA, OTA and General Education faculty
  - Provide guidance related to college and department policies, procedures and expectations
  - Assure availability of lesson plans and educational materials
  - Provide typing and copying services

- Proctor exams
  - Report Attendance
6. Participate in developing and revising department policies and procedures
    - Program handbooks, course syllabi
    - Clinical Education Manual
    - Assessment processes
  7. Assist in scheduling, planning and implementing department and campus events
    - New student orientation
    - Advisory board and department meetings
    - Graduation

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and experience with records management.
- Knowledge and experience with Microsoft Office products.
- Knowledge of issues related to the Family Educational Right to Privacy Act (FERPA).
- Exhibit exceptional organizational skills with attention to detail.
- Understand and be able to function within a team environment.
- Have good communication and interpersonal skills.
- Commitment to operate within a culture defined by a mission, vision, and values: Uphold basic principles, demonstrate leadership, have abilities to develop people, strive to improve productivity, strive to achieve customer satisfaction.

### **MINIMUM ENTRY REQUIREMENTS:**

- Associate degree from an accredited school (Baccalaureate preferred)
- One to two years relevant experience.

### **BENEFITS AND COMPENSATION:**

- CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.