

**ADMINISTRATIVE OPENING**  
**Baker College of Auburn Hills**  
**Internal & External Posting**

**POSITION:** Full-Time, Program Director-  
Physical Therapy Assistant Program

**REPORTS TO:** Dean of Health Sciences

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Doctorates degree in Physical Therapy related field preferred, master's degree required
- Valid State License and/or registry of Physical Therapy required
- Administrative/Management experience required
- Good organizational and time management skills required
- At least five years clinical experience in Physical Therapy preferred
- Experience in teaching didactic and/or clinical courses preferred
- Experience in developing and/or revising curriculum preferred
- Knowledge of accreditation requirements and process preferred
- Must have excellent oral and written communication skills
- Must have working knowledge of Microsoft Word and Excel
- Willingness to travel to area clinical sites and other Baker College campus locations for program meetings, etc

**DUTIES AND RESPONSIBILITIES:**

- Responsible for continued development of Physical Therapy Assistant (PTA) program
- Write curriculum for PTA program classes
- Work with departments within Baker College to facilitate program goals and outcomes
- Establish new clinical sites for student placement
- Hire, orient and mentor clinical coordinators and adjunct faculty
- Advise students and participate in orientation activities
- Responsible for accreditation status of the PTA program
- Participate in system program meetings
- Serve as a Baker College of Auburn Hills representative of health care facilities
- Maintain student files
- Other duties as assigned

**WORK SCHEDULE:** Standard-Academic (52 weeks/5 weeks' vacation)  
Some evenings and weekends may be required

**STARTING DATE:** ASAP

**COMPENSATION:** Salary based on education, experience, and existing wage rates for similar positions at Baker College. Full benefit package

**APPLICATION PROCEDURE:** Submit cover letter and resume by February 24, 2012 to:

Human Resource Department  
Baker College of Auburn Hills  
1500 University Drive  
Auburn Hills, MI 48326  
Fax (248) 276-8297  
E-mail: [hr-ah@baker.edu](mailto:hr-ah@baker.edu)

**AA/EOE**