Baker College Professional Services, Inc. seeks to hire an individual to be assigned to the position of **CLINICAL COORDINATOR – OCCUPATIONAL THERAPY ASSISTANT (FULL-TIME)** for the benefit of and to be located at Baker of Allen Park.

**GENERAL STATEMENT OF DUTIES:**
The primary purpose of the Clinical Coordinator – Occupational Therapy Assistant is to teach courses in areas of their expertise as well as secure clinical sites for students. The Clinical Coordinator will also maintain communication with site supervisors and perform periodic onsite visits.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**
- Master’s degree preferred; Bachelor’s degree required
- OTR or COTA required
- Certified by NBCOT to practice in the United States as a COTA or OTR licensed by the State of Michigan
- As least 1 year of clinical experience working as a COTA or OTR but 5 years is preferred
- Demonstrate competency in knowledge of occupational therapy, teaching skills, critical reasoning, positive interpersonal skills, performance skills, and ethical reasoning
- Higher education teaching and advising experience preferred
- Effective interpersonal and communication skills
- Knowledgeable in Microsoft Office Suite and Google Apps

**DUTIES AND RESPONSIBILITIES:**
- Secure clinical sites and place students
- Communicate with Site Development supervisor regarding contracts
- Assure all students have completed requirements for PPE
- Evaluate and approve waiver hours for the PPE based on student work experience
- Perform onsite visits of clinical sites
- Attend system meetings
- Compile all PPE-related evaluations and report stats to Program Director
- Calculate and submit grades for the PPE
- Conduct student orientations
- Other duties as assigned

**WORK SCHEDULE:** Standard-Academic Contract

**REPORTS TO:** Program Director

**STARTING DATE:** ASAP

**COMPENSATION:** Salary based on education, experience, and existing wage rates paid for similar positions within Baker College Professional Services, Inc. Full benefit package.

**APPLICATION PROCEDURE:** Please submit cover letter and resume via email only by **May 29, 2017** in care of:

Baker College Professional Services, Inc.-AP  
Human Resource Department  
E-mail: hr-ap@baker.edu  
www.baker.edu

**AA/EOE**

Baker of Allen Park’s combined Annual Security and Fire Safety Report is available to anyone. This report is required by federal law and contains policy statements and three years’ worth of crime statistics for the school. This report is available online at [http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf](http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf). You may also request a paper copy from the Baker of Allen Park Campus Safety office.