



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited *for* the following position:

SCHOOL OF GRADUATE STUDIES & RESEARCH
DEPARTMENT OF OCCUPATIONAL THERAPY
TEACHING FACULTY – FULL-TIME AND PART-TIME
(DISTANCE)

JOB SUMMARY

Faculty members in the Occupational Therapy Department provide both didactic and hands-on education to prepare graduate level students to become entry-level clinicians. The programme is now being offered via blended administration, meaning that faculty members need not be located in Trinidad. In cases of courses with laboratory components, travel to the main campus will be required twice per semester. The faculty member is responsive to the profession, the institution, the department and students. The faculty member is reflective of the USC Master of Science in Occupational Therapy's mission to prepare competent and compassionate entry-level occupational therapists. Faculty members report to the Programme Director, Occupational Therapy.

SCOPE OF ROLE

Teaching, program development, advising, scholarly activity and service.

DUTIES AND RESPONSIBILITIES

Teaching

- Develops curriculum topic needs from assessment of available professional resources, clinic observation, as well as participation in professional organizations and representation on committees, councils and taskforces.

- Develops course objectives and outlines in a sequence promoting optimum learning and understanding of the subject.
- Designs and structures effective educational experiences, including methods, media, content areas, and types of student interactions.
- Facilitates students' learning through online lectures, discussions, and online/ face-to-face practical and laboratory exercises or other practice experiences.
- Evaluates and addresses student learning needs within the social and cultural environmental context. Adapts the instructional process if a student has disclosed a disability that can be reasonably accommodated.
- Reviews educational media and published resources and selects class readings or supplemental materials.
- Plans and prepares course materials to include course syllabi, lectures, case studies, handouts and questions for group discussion. Prepares and delivers materials in accordance with online teaching standards when appropriate.
- Prepares evaluation methods to optimize online learning and ensure that course objectives are being met.

Program Development

- Participates actively in curriculum development.
- Modifies teaching and course content from course evaluations.
- Functions according to the TTOTA Code of Ethics and the T&T OT/SLP Board Standards of Practice of the profession, or relevant international body.
- Serves on Department, School, University, and community committees.
- Assists with designated departmental administrative tasks.
- Participates in recruitment and marketing of the profession for the Department.
- Participates in the admissions process of the Department, including reviewing applications, interviewing, and selection of applicants.
- Supports the Department in planned events and school functions.

Advisement

- Maintains weekly (virtual) office hours (ten hours full-time, five hours part-time); Part-time faculty be available thirty minutes before and after class.
- Advises students and student groups.
- Mentors students through scholarly investigation process to develop student researcher skills.
- Mentors other faculty in the development of teaching, research, and practice skills.

Scholarly Activity

- Participates in scholarly study and support research.
- Provides expert consultation to practitioners, educators, and outside groups in areas of expertise.
- Evaluates and incorporates emerging research findings and technology into teaching.
- Collaborates in preparation of academic reports and accreditation documents.
- Develops and maintains proficiency in teaching area through personal investigation, formal education, continuing education and practice.
- Chairs or leads groups or organizations outside the Department.
- Contributes to the profession in the form of journal articles, textbooks, and presentations at professional conferences.

Service

- Contributes to community practice and Service Learning activities.
- Promotes and participates in advocacy and lifelong learning.
- Participates actively in professional organizations.

QUALIFICATION AND EXPERIENCEEducational

- Minimum of a Master's degree in Occupational Therapy.
- Doctoral degree in Occupational Therapy preferred or plan in place*.
- Occupational Therapy Lab courses: Bachelor's degree. Master's degree preferred or plan in place*.
- Minimum of three years' experience in clinical practice*.

Professional

- Currently eligible to practice as evidenced by registration with Trinidad and Tobago Council for Professions Related to Medicine in the Ministry of Health; if practicing overseas licensed in jurisdiction of practice.
- If not an occupational therapist but a subject matter expert, evidence of expertise by Master's or Doctoral degree in field of specialism.
- Member of professional occupational therapy association(s).
- Technology: Knowledge of current technology and educational media used in teaching and presentations, e.g., PowerPoint, Learning Management Systems in use at USC.

*Faculty Development Plans for MSOT faculty at USC are responsive to the needs of the faculty member and their professional goals with regard to success in role in the Master of Science in Occupational Therapy program. Plans may include any of the following:

- Co-teaching appointments;
- In-service training;
- Allocated time for clinical practice and continuing education;
- Mentorship from OT faculty at affiliated university programs.

OTHER REQUIREMENTS

- Ability to teach occupational courses and lab courses
- Time and result-oriented
- Team player
- Personable, discreet, highly motivated, and customer-service oriented
- Excellent written and oral communication skills
- Ability to integrate faith and learning in the classroom
- Ability to appreciate the diverse cultures at USC
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY *of the* SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt

Applications should be received no later than ***Friday, August 13, 2021.***

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.