



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

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

SCHOOL OF GRADUATE STUDIES & RESEARCH
DEPARTMENT OF OCCUPATIONAL THERAPY

PROGRAM DIRECTOR OCCUPATIONAL THERAPY

JOB SUMMARY

The Program Director, Occupational Therapy is responsible for the overall leadership, management, and administration of the Master of Science in Occupational Therapy in the areas of program development, curriculum development, budgeting and allocating resources, evaluating program outcomes, selecting and supervising faculty and staff, maintaining accreditation, and pursuing and promoting professional development of self, faculty and staff. The Program Director has considerable latitude for initiative, judgment, and for providing the administrative leadership for the program. The Program Director works under the direction of the Dean of the School of Science, Technology & Allied Health.

SCOPE OF ROLE

Administration, Leadership, Service, Scholarly Activity, 15 teaching credits hours per year.

DUTIES AND RESPONSIBILITIES

Program Governance/Administration

- Develops, implements, and evaluates program plans, goals, and policies.
- Maintains essential program records.
- Responds to professional accreditation requirements.
- Participates in departmental budget planning.
- Conducts program meetings when appropriate.

- Delegates appropriate program administrative responsibilities to individuals and/or committees.
- Serves on School and University committees.
- Participates in selection of program staff.
- Serves as an advocate for the program.
- Evaluates faculty and staff performance.
- Keeps faculty and staff informed of Program, School, and/or University policies and decisions.
- Assists in conflict resolution among faculty and staff.
- Appropriately implements and communicates faculty decisions.

Instructional Quality

- Evaluates and assures didactic and clinical education effectiveness.
- Participates in recruitment and selection of program faculty.

Student Affairs

- Participates in recruitment of students.
- Oversees student selection process.
- Coordinates/conducts program orientation for each new cohort of students
- Reviews student progress each semester during the program.
- Deals with unsatisfactory student performance/progress.
- Keeps students informed of program, School and/or University policies and decisions.
- Informs students of any national certification requirements.
- Coordinates ongoing evaluation of current students and program graduates.

External Communication

- Communicates program activities and plans to the Dean.
- Promotes the program's image and reputation within the University, profession and community
- Processes appropriate program correspondence and requests for information.
- Provides data for surveys requested by University, accrediting bodies, and others.
- Initiates and maintains liaison with external agencies and institutions.

Professional Development

- Promotes diversity among faculty, staff and students.
- Encourages faculty members to participate in professional societies and meetings at the local, regional, and/or national level as appropriate.
- Encourages students to participate in professional societies and meetings as appropriate.
- Represents the program, School and University at meetings of professional societies.
- Keeps up-to-date on professional affairs on a national level.
- Mentors faculty in the development of teaching, research, and practice skills.

QUALIFICATION AND EXPERIENCE

- Doctoral degree or currently enrolled in doctoral program or plan in place. Minimum of a Master's degree in Occupational Therapy.
- Minimum five years' experience in the professional discipline.
- Minimum of three years teaching experience at tertiary level.
- Current professional certification as an occupational therapist and eligibility for registration with Trinidad & Tobago Council of Professions Related to Medicine; if practicing overseas licensed in jurisdiction of practice.

OTHER REQUIREMENTS

- Proven track record of leadership and academic excellence.
- Time and results oriented.
- Dedicated team player.
- Personable, discreet and highly motivated.
- Excellent oral and written communication skills.
- Willingness to participate in community service.
- Ability to appreciate and work with diverse cultures.
- Committed to the high spiritual, moral and ethical values (ethos) of the institution.
- Trinidad & Tobago citizenship or CARICOM nationality is highly desirable.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD & TOBAGO

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

This position is open until filled.

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