



Want to Work for a University Worth Discovering?

WESTERN NEW MEXICO UNIVERSITY
IS RECRUITING FOR AN

ASSISTANT PROFESSOR/PROGRAM DIRECTOR OF OCCUPATIONAL THERAPY ASSISTANT PROGRAM
SCHOOL OF ALLIED HEALTH

Western New Mexico University, a public, comprehensive, regional institution serving a diverse multicultural population of 3,000 students, is located in Silver City, New Mexico. WNMU's Deming campus serves a diverse population of 400 non-traditional students. WNMU's accredited programs include nursing, occupational therapy, education, business, social work, and child development. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission.

Applications are invited for a ten month, tenure-track faculty position with a contract starting **August 2012**. Position responsibilities include advising, program development, assessment, university service, scholarly activity, community service, and advisement of student organizations. During the interview candidates will make a thirty (30) minute class presentation on a topic selected by the search committee. Research, grant writing, experience on university, community, and professional committees and organizations, and previous teaching experience are desired. Previous successful interaction with diverse groups and proficiency in Spanish are preferred for all positions.

School of Allied Health – Seeks an Assistant Professor/Program Director of Occupational Therapy Assistant Program.

Minimum requirements: this position requires a Master's degree from an accredited institution, initial certification as an occupational therapist or occupational therapy assistant, and be licensed to practice occupational therapy in New Mexico. The Program Director must have a minimum of 5 years of experience in the field of occupational therapy, including practice as an occupational therapist or occupational therapy assistant, administrative or supervisory experience, at least 1 year of experience in a full-time academic appointment with teaching responsibilities and experience working with occupational therapy assistants. Primary responsibilities include: implements curriculum as developed to ensure compliance with national standards for accreditation, manages all aspects of the day to day operations of the program, manages and administers budget, facilitates strategic planning in collaboration with stake holders, provides input and recommendations into the hiring of program faculty, acts as liaison between the School of Allied Health and other departments within the university to plan and revise coursework specific to the needs of the OTA students, plans and revises coursework for OTA students in collaboration with stakeholders, collaborates with other OT and OTA education programs in the state to ensure that the program reflects current professional trends and is meeting the needs of the state, actively promotes the program through professional contact throughout the state and the region, facilitates professional development of faculty and completes evaluations as per university policy, collaboratively prepares faculty professional development plans using the MBO process and accreditation standards procedures, is knowledgeable of the accreditation process and requirement for same, utilizes program evaluation to strengthen the program to meet or exceed accreditation standards, abides by AOTA code of ethics, serves on university committees as assigned, maintains statistical data on students and graduates, disseminates information on the occupational therapy assistant program to interested parties, acts as academic advisor for all students planning to apply to the occupational therapy program and facilitates advising assignments with other faculty for those already in the program, maintains accurate faculty meeting minutes, demonstrates competency and currency in the practice of occupational therapy, demonstrates expertise in curriculum design theory, learning theory, and impact of diversity on learning, is knowledgeable of all institutional procedures including but not limited to budgeting, purchasing, marketing, and committee structure, makes sound judgments and decisions based on evidence based research; available resources; critical evaluation of data, internal and external, represents the OTA program in a professional manner to internal and external audiences inclusive of institutional administration and interdepartmental personnel, community agencies, accrediting and licensing agencies and other institutions of higher learning, supports personal and professional growth for students and faculty, demonstrates positive interaction with diverse faculty, students, and others, demonstrates ability to multitask the wide variety of duties assigned to the Program Director position, uses data effectively to continuously improve curriculum to reflect accreditation standards, program mission, university mission, and best practices, collaborates with the institution to market the program both internally and externally, serves as role model for students, faculty, and institutional peers, and serves as a source of information for students, faculty, and community. **Position Summary:** the Program Director of the Occupational Therapy Assistant Program is responsible for the management of the program including program evaluation, budgeting, selection of faculty, admission of students and maintaining accreditation standards. The program director is responsible for supervision of all program functions related to efficient operation of the program, teaching, advising students, mentoring students and faculty, engaging in professional service and participation in university committees as assigned. **Principal Accountabilities:** the OTA Program Director reports directly to the Dean of the School of Allied Health, provides administrative leadership for the Occupational Therapy Assistant Program, provides support for students, faculty, and staff, and maintains effective communication with institutional administration through written and verbal reports. **Problem solving:** is available to faculty, staff and students who request assistance solving problems, makes judgment as necessary on an individual basis, and refers issues to the institutional administration as necessary. **Salary: \$55,182 – \$60,186**

Review of application materials will begin Tuesday, January 31, 2012 and continues until filled.

TO APPLY: A complete application must include a WNMU online application, a cover letter indicating how you meet the job requirements, a curriculum vitae, copy of unofficial graduate transcripts (*official transcripts are required at the time of an offer to interview*), a personal statement that addresses the applicant's teaching philosophy as well as the applicant's experience with and expectations regarding the use of technology in teaching, at least three letters of recommendation (two of which focus on the applicant's teaching ability and potential), and the names/ mailing addresses/ email addresses/ phone numbers of five current references. Additional documentation may be requested from semi-finalists. The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>. **Send required documentation to:** Western New Mexico University, Attn: Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, New Mexico, 88062; Phone: (575) 538-6328 and FAX: (575) 538-6338. For more information about WNMU, please visit our Web site at <http://www.wnmu.edu>.

Western New Mexico University is an Affirmative Action/Equal Employment Opportunity Employer. Minorities and women are especially encouraged to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap or national origin.