



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Fieldwork Administration

### **JOB SUMMARY**

Provides direction to students regarding fieldwork through processes of class registration, verifying graduation requirements, communication with certification and licensing agencies regarding graduates' qualifications for certification and licensure. Represents the School of Occupational Therapy and the University through routine contacts with current and prospective fieldworks sites. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Coordinator, Clinical Education; faculty member

*Supervises:* Student Assistants related to fieldwork tasks

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Monitors data collection, input and manipulation of data for fieldwork data base, to include initiating fieldwork groups by center.
- Tracks requisite fieldwork forms submissions according to established deadlines.
- Serves as assistant to Coordinator, Clinical Education by acting as liaison to multiple clinical supervisors and other agency contact personnel in matters regarding fieldwork placements.
- Contacts current and prospective fieldwork sites including follow-up calls to clinical supervisors concerning scheduling; submission of required paperwork, acquisition of requested information.
- Pursues no-response situations and updates database information as needed, may include re-establishing contact with new personnel or agency.

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- Initiates contacts with potential sites to include fact-finding telephone interviews, start-up packets, institution-university agreements, scheduling letters and other information as appropriate to the site and situation.
- Tracks non-routine agreements, contacting facility and negotiating changes as appropriate, following through with University General Counsel as needed to ensure agreement is in place prior to student placement.
- Assists with planning and arranging for regular continuing education offerings for student supervisors to upgrade their skills as supervisors.
- Serves as liaison to student body in matters related to technical aspects of fieldwork process in absence of the Coordinator for Clinical Education.
- Coordinates non-fieldwork tasks with assigned fieldwork duties to ensure that priority assignments reach completion by established deadlines.
- Intervenes as necessary to maintain satisfactory performance of student assistants relative to fieldwork duties.
- Travels occasionally as necessary to assist Clinical Coordinator with responsibilities in Houston and Dallas.
- Provides over-site to the half-time staff position employee assigned to work with the Fieldwork Coordinator; to ensure accuracy of database, coordinates joint projects and ensures adherence to routine and seasonal deadlines.

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required.

### ***EXPERIENCE***

Five years of progressively responsible office experience, including supervision of others.

### ***REQUIREMENTS***

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - The following are essential:

- Proficient in database management is critical. Familiarity with File Maker Pro based Fieldwork Clerk Software is essential.
- Knowledge of the profession of occupational therapy and a general knowledge of health care-related clinical training procedures is helpful.
- Knowledge of good business practices.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***