



DATE ISSUED: 03/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Occupational Therapy Admissions

JOB SUMMARY

Performs responsible work in the process of advising prospective occupational therapy programs students by providing support during the process of admissions to entry-level and post-professional graduate occupational therapy programs. Responsible for working with students in an effort to achieve their educational and professional goals. Work is performed under minimal supervision and performance evaluation 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: Director, School of Occupational Therapy

Supervises: No supervisory responsibilities

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

- Maintains recruitment packets; assuring accuracy of information posted on the TWU SOT web-site and availability of printed materials upon request.
- Schedules and conducts informational seminars on campus for prospective students. Advises prospective students via phone, in person, and in writing.
- Discusses prerequisites and explains requirements for admissions to all occupational therapy programs.
- Coordinates MOT admissions process; manages applications and related data-bases.
- Reviews unofficial transcripts to determine prerequisite courses needed.
- Verifies and evaluates completeness of records.
- Prepares lists of qualified applicants.
- Serves as a member of the MOT Admissions Committee; works with OTD and PhD program coordinators to process post-professional applications.
- Sends and receives correspondence between SOT and applicants related to admission status.

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- Coordinates efforts with Director, Associate Directors, program coordinators, and campus secretaries.
- Works in conjunction with Admissions, Student Records Processing, and Graduate School regarding graduate application processes.
- Tracks prospective students and generates reports related to recruiting and admissions including fulfillment of requirements for enrollment.
- Participates in planning, implementing, and evaluating recruitment activities outside the university
- Discusses progression in program.
- Assists newly admitted students with registration. Assists with new student orientation.
- Tracks compliance with non-academic program requirements (i.e. drug screens, background checks, immunization compliance).

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional job related experience and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Two years experience within an academic setting required.

REQUIREMENT

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:

- Knowledge of college terminology and requirements.
- Knowledge of professional opportunities in occupational therapy.
- Skilled use of data management systems and processes.
- Ability to problem solve.
- Ability to interpret policy and make decisions based on established policy and procedures.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

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- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Effective communication skills- oral, phone, electronic, in person, and in writing.
- 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. 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: _____

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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.