

C O L L E G E O F
SAINT MARY

College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Program Coordinator, Occupational Therapy

Are you a positive, energetic, and caring professional looking to join excellent staff and faculty dedicated to health professions education? This position is responsible for advanced administrative support for the Occupational Therapy (OT) program, serving as a liaison between OT faculty and students, as well as internal and external stakeholders.

Our Idea of a Perfect Candidate Is Someone Who:

- Exercises discretion and independent judgment.
- Organizational and project management skills and attention to detail required
- Ability to create, analyze, and interpret data

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree or equivalent relevant experience required.
- Five years related administrative experience required.
- Advanced computer software skills

This Position Is Responsible For:

- Supporting the OT department with department organization, event planning, recruitment and admissions endeavors, community service, and educational activities.
- Assisting the OT Program Director with daily operations, department meetings, account management, program accreditation, academic processes, and program assessment
- Oversee and manage student workers and Graduate Assistants
- Assist the OT Clinical Education Team as needed, with student onboarding, data entry, and contract management in EXXAT platform
- Serve as a liaison between faculty, students, the CSM campus, and community partners
- Serve as a member of the campus administrative professionals' group

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Program Coordinator, Occupational Therapy](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.