December 20, 2019

**Offer of Employment**

**OCCUPATIONAL THERAPY PROGRAM COORDINATOR**

Primary responsibility: Ensure provision of academic classes, on a day-to-day basis, according to established curricula and syllabi:

1. Organize faculty teaching loads and quarterly class schedules;
2. Ensure correct submission of grades for course completion to Coordinator of Academic Affairs for students to receive credit

3. Manage volunteer and paid OT faculty: provide support as needed during teaching, including appropriate feedback, send acknowledgments and thanks after teaching assignment completed

4. Teach courses, or individual sessions that are part of a course, as needed

5. Financial responsibility

* + Assist dean with budget development and management
* Request resources (technology, printing) and manage as needed

6. Coordinate program events / needs with other departments of FSRL/FSIL

* Work effectively with faculty, students, administrators, alumni, UNEPH and external communities to manage schedules
* Attend scheduled faculty meetings
* Demonstrate commitment to interprofessional education, as many courses are shared with Physical Therapy
* Participate in the development and implementation of school wide initiatives to enhance the quality of programs.
* Develop and maintain collaborations with other colleges/programs for interprofessional educational opportunities;

7. Student support

* assist students with academic issues
* refer to director of student affairs and/or dean when needed

8. Engagement with ongoing quality assurance

* assist dean and other administrators and faculty to maintain high standards of teaching, scholarship, and service;
* Report on academic activity
* Consult with dean re: accreditation/recognition

9. Collaborate with research

10. Represent FRSL’s programs of OT or PT to external agencies when needed

CONDITIONS OF WORK

Dormitory housing and cafeteria meals provided without cost

A small stipend for living expenses monthly: initial offer is $500 US per month

One annual round-trip home by air, within reasonable limits. This round-trip air ticket is generally used to for initial arrival in Haiti and departure at the end of the year.

QUALIFICATIONS

* Occupational Therapist with an advanced degree (master’s or doctorate)
* Academic experience: some experience of teaching at a university level
* Language ability in French and/or Kreyol is required: English is a plus
* Haitian descent is a plus
* A spirit of adventure and an ability to work flexibly, creatively, and collegially

A commitment of one year is requested, to be renewed by mutual agreement

APPLICATION PROCESS

Upon receipt of documents, a video interview will be scheduled.

A visit to teach for a week before making the commitment is strongly encouraged.

DOCUMENTS REQUESTED

* CV and cover letter explaining your interest in coming to FSRL
* Two letters of recommendation from a colleague or supervisor, sent as an attachment directly to dean@haitirehab.org (without passing through the hands of the candidate)
* The national identity card or foreign passport must be presented during the interview; date of birth and the number (NIF or passport) will be recorded by FSRL.
* Send the CV, your cover letter, and the photo of the diploma to dean@haitirehab.org.