MURRAY STATE COLLEGE  
Tishomingo, OK 73460  

Job Description  

OCCUPATIONAL THERAPY ASSISTANT  
PROGRAM CHAIR  

General Description/Primary Purpose: 
The Occupational Therapy Assistant Program Chair has overall responsibility for developing, 
directing, coordinating, and evaluating the Occupational Therapy Assistant program offered at 
Murray State College. 

Classification: Faculty  
Salary: Negotiated -Commensurate with Qualifications and Experience  
Appointment: 180 day appointment over 12 months  

Description of Duties and Tasks:  

General Job Functions:  
Instructional Duties  

1. Demonstrate scholarly standards of academic excellence and rigor and exhibit the traits 
befitting that of a distinguished faculty member.  

2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the 
delivery of instruction and other office duties.  

3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and 
instructional practices and show a willingness to work effectively in a culturally diverse 
workplace and not discriminate on the basis of race, color, national origin, sex, sexual 
orientation, genetic information, age, religion, disability, political beliefs, or status as a 
veteran.  

4. Support the mission of the college.  

5. Maintain a positive attitude of service toward students, coworkers and other members of the 
MSC community.  

6. Participate in community service activities and programs.  

7. Promote and support service learning activities.  

8. Develop and use assessment of student learning methods at least every two-three weeks and 
contribute to campus-wide assessment projects.  

9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Maintain in coordination with other department faculty (adjunct and fulltime) an up-to-date, complete, and well-organized syllabus for each course taught.

11. Develop and maintain curricula in accordance with curriculum guidelines established within the department.

12. Cooperate with departmental faculty in the selection of textbooks and teaching materials.

13. Maintain a minimum of ten scheduled office hours. Provide flexible office hours by appointment to accommodate students’ schedules when necessary.

14. Include a writing component in each course and encourage students to utilize the “Help Center.”

15. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.

16. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.

17. Actively support clubs and extra-curricular activities.

18. Serve on and contribute to campus-wide committees.

19. Support the President’s Scholars Program.

20. Implement strategies to enhance college recruitment, retention, and graduation rates.

21. Participate in applicable professional development activities, including the All Employee Meetings.

22. Carry out assigned duties and responsibilities and duties associated with the annual interscholastic contest.

23. Following institutional policy, efficiently use a work study position(s) (when available) to help in the accomplishment of other general responsibilities.

24. Be able and willing to commute to distance learning sites.

25. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.

26. Contribute to the overall institutional focus to perpetuate student success.

27. Support the institutional General Education program.

28. Perform other duties as may be assigned by supervisors.
Specific Job Functions:

1. Guide the further growth and on-going development of the Occupational Therapy Assistant program within the philosophy and objectives of MSC.

2. Coordinate the overall Occupational Therapy Assistant program assessment.

3. Prepare and administer the budget for the Occupational Therapy Assistant program to maintain a quality program and to control costs within the financial resources of the college.

4. Meet the annual accreditation requirements in accordance with ACOTE evaluative criteria and procedures.

5. Lead the program faculty and when needed, recruit and screen candidates for faculty appointment to strengthen the quality of the Occupational Therapy Assistant program and to increase faculty potential for development of health related programs within the college.


7. Participate in the instructional process to provide the educational experiences necessary for student learning.

8. Develop and maintain productive relationships with health agencies and community groups utilized for student learning experiences within the surrounding counties.

9. Conduct the Occupational Therapy Assistant program in accordance with nationally recognized trends in Occupational Therapy Assistant education and practice and in accordance with the criteria of state and national accrediting agencies.

10. Maintain accurate and current administrative records which are readily available for reference.

11. Direct and guide the activities of the Occupational Therapy Assistant faculty in development, implementation, and evaluation of the Occupational Therapy Assistant curriculum.

12. Coordinate curriculum and course content with the Allied Health Department Chair to promote effective use of campus resources.

13. Develop and maintain student recruitment and retention activities to provide for the maximum enrollment of qualified students necessary to maintain program vitality.

14. Participate in the counseling and advisement of prospective and current students regarding departmental and college policies.

15. Assist Occupational Therapy Assistant faculty in continuing their educational preparation and professional development.
**Required Knowledge, Skills, and Abilities:**

1. Individuals must possess the knowledge, skills, and abilities to complete the job functions listed above. The OTA director must demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

2. The faculty must have documented expertise in their area(s) of teaching responsibility and knowledge of the content delivery method (e.g., distance learning).

3. Write clearly and effectively, appropriate to a variety of writing tasks.

4. Communicate clearly and effectively to students in classrooms of various sizes.

5. Stimulate critical thinking and problem-solving skills.

6. Develop well-organized lectures and class materials.

7. Demonstrate computer skills and utilize various software programs.

8. Operate instructional equipment.

9. Upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

**Preferred Qualifications:**

1. Oklahoma license as an Occupational Therapist (required)
2. Masters of Science degree or higher in OT or related field.
3. A minimum of two years of experience in Occupational Therapy Assistant education in either academic or clinical settings.
4. Belief in the philosophy and objectives of a two-year college associate degree Occupational Therapy Assistant program.
5. Demonstrated supervisory and management skills.

**Other Ergonomic Requirements:**
Performance of job functions related to instruction requires some amount of stooping, reaching, lifting, walking, and carrying of supplies and moderately heavy equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

**Hours:**
Generally, weekdays (Monday through Friday) hours will be 8:00 a.m. to 5:00 p.m.; however, when warranted, early-morning, evening, and weekend appointments will be necessary.
**Application Process:** Applicants must submit the following:

1. Letter of application.
2. Résumé.
3. Three letters of recommendation or college placement file.
4. Unofficial college transcript(s). (Note: Official transcript(s) required upon employment.)
5. Completed Murray State College employment application.

Submit application to:

Human Resources Office  
Murray State College  
One Murray Campus  
Tishomingo, OK 73460  

Telephone: 580-387-7151  
E-Mail: mtreas@mscok.edu  
FAX: 580-371-9844

Application Deadline: Position will close when an acceptable candidate is identified.

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**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but not limited to admissions, employment, student financial aid, and education services.