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POSITION ANNOUNCEMENT

Academic Fieldwork Coordinator, Occupational Therapy Assistant (Full-Time/9-Month Position (Renews Annually), Ashdown Campus)

This position collaborates with the OTA Program Director, student services, and college staff and faculty to support the delivery of a high-quality Occupational Therapy Assistant (OTA) educational program. The Academic Fieldwork Coordinator (AFC) is responsible for the coordination, planning, implementation, and oversight of clinical education within the OTA Program. Primary duties include coordinating clinical schedules for OTA students, conducting routine clinical site visits, and ensuring compliance with OTA Standards, including Section C.1.0 Fieldwork requirements.

Additional responsibilities include teaching assigned courses; delivering classroom instruction and lectures; utilizing instructional materials and technologies such as textbooks, workbooks, multimedia, and presentation software; coordinating field trips and guest speakers; and providing individualized instruction as needed. The AFC maintains required academic records, including attendance, schedules, and grades; evaluates student performance through assessments and observation of demonstrated skills; and advises students in the planning and implementation of student organization activities.

MINIMUM QUALIFICATIONS

- Certified as an Entry-Level Occupational Therapist or Occupational Therapy Assistant, with completion of Bachelor's degree in Occupational Therapy or a related field.
- Ability to successfully pass a nationwide criminal background check and the Arkansas Child Maltreatment Central Registry check.

SALARY AND BENEFITS

\$56,000 annual salary, plus, a comprehensive benefits package including health, dental, life, and short- and long-term disability; employer-matched retirement plan; paid sick leave; and educational assistance.

DEADLINE FOR APPLICATIONS:

Friday, February 27, 2026. Applications will be reviewed as they are received, with final review beginning immediately after the closing date.

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0081750**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday > Search "Find Jobs Internal" in the search box to view all open positions > Select the position > Apply.

REQUIRED APPLICATION MATERIALS:

Applicants must submit a cover letter, current resume, and copies of college transcripts. Applications that are incomplete or missing any of the required documents will not be considered for the position.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.