

Regular Rank Faculty Position

Assistant or Associate Level
Academic Fieldwork Coordinator
Occupational Therapy Doctorate Division
Duke University
Durham, North Carolina

Academic Fieldwork Coordinator Job Description

Innovative fieldwork education is critical to achieving the Duke Occupational Therapy Doctorate (OTD) vision, aim, and outcomes. The Academic Fieldwork Coordinator role at Duke is full-time and involves seven essential areas for supporting excellence in fieldwork. These include providing direct support to students and educators, using instructional design principles and teaching, recruiting and developing fieldwork sites, assessing fieldwork outcomes, administering fieldwork systems, and contributing to the program, institution, and profession. Examples of tasks within each critical area of the AFWC role follow.

Support for Students

- Collaborate with students to identify interests, career goals, learning strengths and opportunities, life context, and accessibility needs.
- Actively coach students in fieldwork site selection.
- Actively address actions for improving student success during Level I or II fieldwork.

Support for Educators

- Create infographics, videos, and online and in-person workshops that explain the Duke OTD curriculum and implications for fieldwork.
- Survey educators about continuing professional development need related to practice education.
- Support fieldwork educators in exemplifying Duke OTD's commitment to equity, diversity, inclusion, and belonging.
- Actively address educator actions for improving student success during Level I or II fieldwork.

Instructional Design and Teaching

- Design and implement occupation-centered courses that prepare students for fieldwork.
- Design and implement continuing education for fieldwork educators in practice education theory and methods.

- Collaborating with Duke OTD faculty, design and implement four courses involving one week of simulation activities and one week of learning experiences in practice settings that help students transfer didactic learning to practice.
- Create and maintain Canvas sites for fieldwork-related courses.

Fieldwork Site Recruitment and Development

- Increase the program's pool of community fieldwork partners whose work aligns with the Duke OTD curriculum framework.
- Coach new sites in developing learning outcomes and objectives that reflect the Duke OTD curriculum framework.
- Collaborate with Duke legal personnel and OTD staff to establish contractual agreements with all sites.
- Ensure all sites are knowledgeable and committed to Duke OTD's equity, diversity, and inclusion learning practices.
- Conduct site visits.

Fieldwork Scholarship

- Conduct and disseminate collaborative research related to occupation-centered learning in Fieldwork.

Fieldwork Administration

- Develop and implement outcomes, policies, procedures, materials, and assessments for the Duke OTD fieldwork program.
- Systematically collect and analyze fieldwork data to assess outcomes.
- Collaboration with staff to manage fieldwork databases, ensuring all regulatory and program-specific requirements are met, and all site information is current.
- Continually revise the Fieldwork handbook and fieldwork website.
- Oversee the fieldwork office staff.
- Ensure all fieldwork accreditation standards are met.
- Contribute fieldwork data to ACOTE self-study and annual reports.

Contributions Beyond Fieldwork

- Actively participate in all curriculum design, development, and assessment, emphasizing integrating fieldwork and coursework.
- Collaborate with the Capstone Coordinator on the efficiency of shared systems.
- Represent Duke University OTD at regional and national meetings.
- Assume leadership roles in regional and national fieldwork initiatives.
- Participate in committees within the department, School of Medicine, and University.
- Collaborate with the department team, making positive and critical contributions.

All qualified candidates should send 1) a letter that addresses achievements in the above criteria, 2) a statement outlining the candidate's approach to or views on fieldwork education, 3) a curriculum vitae, and 4) contact information for three references.

Priority will be given to applications received by February 21, 2023. Submit materials by email to: Terri Heggie at terri.heggie@duke.edu.

Inquiries can be directed to Barbara.hooper@duke.edu.

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