

Occupational Therapy Assistant - Teaching

This is a temporary position – Start date: Aug 23 2010 End date: May 31, 2011 35 hours per week (with a possibility of extension if funding is secured)

Brief Description:

Working within the Department of Occupational Therapy at the University of Alberta for the teaching staff this occupational therapy assistant will perform various duties related to teaching occupational therapy classes and with general departmental tasks. The teaching responsibilities will include assisting various professors with delivery of course content, preparing materials for classes, setting up and taking down audio visual equipment, setting up class and lab demonstrations or equipment, cleaning up after class, retrieving materials from libraries, and coordinating student access to learning resources. Departmental tasks will include upkeep of all teaching labs and the resource room, keeping inventory of all lab materials, ordering stock for lab materials, compiling and maintaining a schedule of assignments and exams for Year 1 and 2 students, assisting with exam invigilation, and helping professors with various day to day tasks.

Qualifications: Occupational Therapy Assistant diploma from a recognized accredited post-secondary institution

Closing Date: August 6 2010

Salary Range: \$20 to \$25 dependent upon qualifications and experience

Hours of Work: 7 hr/day (full time) 35 hours per week

Department of Occupational Therapy, University of Alberta

Contact Information: Shaniff Esmail, shaniff.esmail@ualberta.ca

Please submit your resume plus 3 reference names/phone numbers by email to Shaniff Esmail