

# Director of Occupational Therapy

**Recruitment #:** S2249  
**Review Date:** Immediate review | Open until filled  
**Department:** Academic Affairs  
**Annual Salary Range:** \$118,000 - \$140,000

## Position Summary:

The Director of Occupational Therapy will work with University leadership to ensure alignment of mission, aims, and goals between the program and the University and lead preparations for the launch of the OTD program. The Director will also ensure that all accreditation standards, as determined by the Accreditation Council for Occupational Therapy Education and by the Northwest Commission on Colleges and Universities, are met. The Director will be responsible for providing leadership, vision, planning, and support the growth, excellence, and success of the OTD program. This includes administering and managing the various program operations, as well as oversight of the curriculum, maintenance of accreditation, preparing the OTD facilities, possible development of an on-site clinic, recruitment and admission processes, program budget and resources, clinical programs, and data recording and reporting processes for clients, faculty, staff, and student clinicians. The Director will also supervise and mentor OTD faculty and staff, and mentor and teach OTD students.

The Director will also cultivate and maintain external partnerships with community stakeholders, and local/regional and national organizations. The Director will work with Academic Affairs leaders to facilitate strategic initiatives for the OTD program and to support student success and academic excellence. As a member of the Academic Affairs Council, this position engages in and benefits from the collaborative advising environment of the Council. This position will collaborate with diverse partners across Academic Affairs and WOU and has the opportunity to promote diversity, equity, and inclusion within the OTD program and WOU.

## Minimum Requirements:

- Earned doctorate
- Certified as an occupational therapist and eligible for licensure in Oregon.
- Minimum of 3 years of clinical experience and 5 years of experience in an academic setting.
- Experience with ACOTE accreditation process
- Evidence of successful leadership experience
- Demonstrated knowledge and experience working with and supporting the success of people who have diverse backgrounds, cultures, or languages.

## Preferred Qualifications:

- Experience managing ACOTE accreditation processes for OTD programs, and ensuring compliance with state, federal, and university policies
- Current member of AOTA
- Either earned tenure previously or eligible for tenure, with academic qualifications meriting appointment at the rank of associate or full professor at WOU
- Experience hiring, supervising, and mentoring individuals from a variety of backgrounds and educational levels
- Peer reviewed research and grant experience

- Experience with shared governance in a higher education setting
- Evidence of excellent management of budgets, planning, and evaluation
- Ability to manage data recording and reporting for faculty, staff, and students
- Experience developing and overseeing community partnerships or fieldwork partnerships
- Experience of excellent management and administration of academic programs

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Women, BIPOC people, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if you don't meet every one of our qualifications listed. We are most interested in finding the best fit for the job.

**Application materials:**

1. WOU Employment Application form [available here](#)
2. Cover Letter that addresses each qualification of the position.
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

**Application materials:**

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

**Background/Education Check:**

A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.