

Position Description—Unclassified

Position Status:

Position Title		Position Number
Occupational Therapy Doctoral Capstone Coordinator		
Appointment (9 mos. / 12 mos. / other)	Contract Period (from / to)	Department / Division
12 months	July 1 to June 30	Occupational Therapy/Academic Affairs
Reports to		Reports to Position Number
Director of Occupational Therapy		E99925
Incumbent		University ID #

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position will be the founding Capstone Coordinator in the Occupational Therapy Doctoral (OTD) Program, a new program that is projected to launch its first cohort Fall, 2024. The OTD program is located within the Office of Academic Affairs. WOU's mission is to provide lasting opportunities for student success through transformative education and personalized support. The Office of Academic Affairs is central to WOU's mission in that it oversees all undergraduate and graduate degree programs, along with academic-related student, staff and program support. The goal of the Office of Academic Affairs is to foster a university culture conducive to collegial accountability across campus, resulting in outstanding learning opportunities for students, an environment ripe with intellectual curiosity and civil discourse among diverse voices. The Office of Academic Affairs is committed to creating an environment that fosters diversity, equity, and inclusion, actively embraces social justice, and works to ensure that people of all backgrounds feel welcome, safe, and included.</p> <p>Women, members of the LGBTQIA+ community, and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best fit for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Doctoral Capstone Coordinator is responsible for the program's compliance with the capstone requirements of the Accreditation Council for Occupational Therapy Education (ACOTE) standards section D.1.0 and is a full-time core faculty member within the Occupational Therapy Program. The Doctoral Capstone Coordinator may also be assigned other institutional duties that do not interfere with the management and administration of the capstone program.</p> <p>In accordance with ACOTE standards, the Doctoral Capstone Coordinator must be an occupational therapist eligible for licensure within the State of Oregon and must hold a doctoral degree awarded by an institution that is accredited by a USDE-recognized institutional accrediting agency. Doctoral degrees awarded by institutions in countries other than the US must be reviewed and approved by ACOTE.</p> <p>Responsibilities include: (1) Ensuring compliance with ACOTE capstone requirements in standards section D.1.0, including but not limited to: (a) leading the development of the capstone program and capstone manual in</p>

collaboration with the program director and faculty, (b) coordinating student capstone projects and placements, (c) securing and maintaining site contracts and student evaluations, (d) preparation of students for the capstone experience, (e) coordination with faculty capstone advisors, (f) direct advisement of a portion of capstone student projects, and (g) teaching capstone preparation classes. (2) Teaching or co-teaching additional classes within subject matter expertise. (3) Maintaining an active line of scholarly work. (4) Providing academic advising to a portion of students within the program. (5) Contributing to curriculum development within the program. (6) Service to the program, university, and profession. (7) Promoting diversity, equity, and inclusion within the OTD program and WOU.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
70%	<p>Ensure compliance with ACOTE capstone requirements in standards section D.1.0</p> <ul style="list-style-type: none"> ● Leading the development of the capstone program and manual in collaboration with the program director and faculty ● Coordinating student capstone projects and placements ● Securing and maintaining site contracts and student evaluations ● Preparation of students for the capstone experience, including ensuring all compliance items required by the site and/or government entities are met by students prior to beginning capstone experiences ● Coordination with faculty capstone advisors ● Direct advisement of a portion of capstone student projects ● Teaching capstone preparation and implementation classes
30%	<p>Serve as a core faculty member within the program</p> <ul style="list-style-type: none"> ● Teaching or co-teaching non-capstone classes within subject matter expertise ● Maintaining an active line of scholarly work ● Providing academic advising to a portion of students within the program ● Contributing to curriculum development with the program ● Service to the program, WOU, and the OT profession

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Earned doctorate in occupational therapy or a related field from an institution that is accredited by a USDE recognized regional accrediting body (standard A.2.5)
- NBCOT certified as an occupational therapist and eligible for licensure in Oregon (standard A.2.5)
- A minimum of 3 years of documented clinical practice experience in the field of occupational therapy
- Solid knowledge of ACOTE standards, particularly section D.1.0
- Strong organization and documentation skills
- Demonstrated clinical and disciplinary expertise
- Excellent communication and problem-solving skills
- Solid community networking skills
- Prior experience supervising fieldwork and/or doctoral capstone students in the community

<ul style="list-style-type: none"> • Demonstrated knowledge and experience working with and supporting the success of people who have diverse backgrounds, cultures, or languages
C. Preferred Qualifications
<p><i>Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.</i></p> <ul style="list-style-type: none"> • 5+ years of clinical practice experience in the field of occupational therapy • Current member of AOTA • Experience developing and overseeing community partnerships or fieldwork partnerships • Prior Academic Fieldwork Coordinator or Capstone Coordinator experience • Previous teaching, research, and service experience • History of scholarly achievement
D. Knowledge Areas
<p><i>List the major areas of knowledge that are required to perform the duties of this position.</i></p> <ul style="list-style-type: none"> • ACOTE accreditation standards and requirements, particularly section D.1.0 • Expertise in a defined area of occupational therapy practice

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
<input type="checkbox"/>	Delegated authority to monitor budget	\$
<input type="checkbox"/>	Limited approval authority for purchase	\$
<input checked="" type="checkbox"/>	Purchase only with higher level approval	\$TBD

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty		
<input type="checkbox"/> Classified staff		
<input type="checkbox"/> Unclassified staff		

<input type="checkbox"/>	Student Employees (average per term)		
<input type="checkbox"/>	Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
NA

Additional Information:

List any additional information that would help describe the nature of the position.
NA

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		