



Occupational Therapy Doctoral Capstone Coordinator

Recruitment #:	S2308
Review Date:	Immediate review Open until filled
Department:	Occupational Therapy/Academic Affairs
Salary Rate:	\$82,463 - \$88,552

Position Summary:

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.

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.

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 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.

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

Minimum Requirements:

- 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
- Demonstrated knowledge and experience working with and supporting the success of people who have diverse backgrounds, cultures, or languages.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are 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.

Accommodation Requests:

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 and we will work with you to meet your accessibility needs.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.