

Allen College seeks to hire a Doctoral Capstone Coordinator for the Doctor of Science in Occupational Therapy Program

Posting ID # 145203

Allen College is seeking candidates for a full-time Doctoral Capstone Coordinator. This position will be opened until filled; however, applicants must apply by March 13, 2024 to be considered in the initial hiring phase. The doctoral capstone coordinator (DCC) is one of the faculty leadership positions in an occupational therapy (OT) program and reports to the program director (PD) of the occupational therapy program. The DCC maintains the primary responsibility for creating, implementing, and overseeing a capstone experience that complies with the Accreditation for Occupational Therapy Education (ACOTE) D standards and is defined as a core faculty member. The individual possesses expertise in teaching and curricular design and redesign, capstone procedure development and implementation, student advisement and coordination of faculty advisors, and administration of the capstone. The DCC is skilled at program evaluation and will evaluate the outcomes of the capstone in collaboration with the PD and academic fieldwork coordinator (AFWC), per ACOTE standards. To be successful in this leadership position, the individual is a visionary and innovative thinker.

The DCC is assigned to the occupational therapy educational program as a full-time core faculty member, with assigned teaching duties balanced with the DCC responsibilities. The DCC provides support to the faculty of Allen College's OT program by:

1. Establishing and maintaining capstone affiliation agreements;
2. Ensuring student compliance with capstone/college/site requirements;
3. Facilitating communication regarding capstone placements;
4. Assisting in evaluation of capstone program effectiveness; and
5. Assisting in course instruction based on the needs of the educational OT program.

The DCC is accountable for the duties and responsibilities commensurate with his or her rank as a core faculty. The position has 50% DCC and 50% faculty responsibilities and reports to the Director of the OT Program. In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at [ASR Report - Final 9-27-23.pdf \(allencollege.edu\)](#). A paper copy is available upon request.

Qualifications

1. EDUCATIONAL PREPARATION:

A doctoral degree from a regionally accredited institution of higher education. A master's degree may be considered with the requirement of plans to complete a doctoral degree within an established timeline.

2. EXPERIENCE:

- a. 3 years of documented experience in the field of occupational therapy that must include:
 - i. Clinical practice experience as an occupational therapist.
 - ii. Teaching responsibilities at the postsecondary level.
 - iii. Scholarship (e.g., scholarship of application, scholarship of teaching and learning).
 - b. Documented expertise in areas of teaching responsibilities and knowledge of the content delivery method.
 - c. Documented experience as a DCC, clinical instructor, academic fieldwork coordinator or didactic course faculty/instructor is preferred.
3. Core faculty must be currently licensed or otherwise regulated in the state of Iowa or reciprocal jurisdiction as an occupational therapist.
 4. Ability to communicate effectively both orally and in writing.
 5. Demonstrates organization and coordination skills.
 6. Demonstrates qualities as a role model in the OT profession.



Allen College is an Equal Opportunity Employer.

Allen College was recognized in The Chronicle of Higher Education as a Great College to Work For in 2023. Allen College was given Honor Roll status and received recognition in several categories including job satisfaction and support; compensation and benefits; mission and pride; supervisor/department chair effectiveness; confidence in senior leadership; faculty and staff well-being; shared governance; and faculty experience.

For more information, contact:

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To apply:

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 145203.