

Doctoral Capstone Coordinator for the Entry-Level Doctor
of Occupational Therapy Program
Rocky Mountain University of Health Professions

Direct Link: <https://www.AcademicKeys.com/r?job=262840>

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Posted Sep. 23, 2025, set to expire Feb. 4, 2026

Job Title Doctoral Capstone Coordinator for the Entry-Level Doctor of Occupational Therapy Program
Department Occupational Therapy
Institution Rocky Mountain University of Health Professions
Provo, Utah

Date Posted Sep. 23, 2025

Application Deadline Open until filled
Position Start Date January 2026

Job Categories Associate Professor
Assistant Professor

Academic Field(s) Occupational Therapy

Apply Online Here https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=71ced8b0-7b9f-4b6e-b8a9-a520f20f0ebb&cclid=19000101_000001&jobId=558417&lang=en_US

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Job Description

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To be considered for this position, applicants **MUST** include the following:

- Cover letter
- Capstone philosophy statement: Statement on vision for capstone project & experience
- Curriculum Vitae

Complete Applications received by October 17, 2025, will receive priority consideration. The anticipated start date for this position will be January 2026.

REPORTING RELATIONSHIPS

Position Reports to: OTD Program Director

Positions Supervised: Administrative Assistant

POSITION PURPOSE

Responsible for serving as a leader to constituents of the entry level Doctor of Occupational (OTD) program and as a liaison between the OTD program and the College. The Doctoral Capstone Coordinator (DCC), in cooperation with other academic faculty and administration, establishes student performance standards, policies and procedures and regulations related to the implementation of the doctoral capstone.

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The DCC holds a clinical appointment (assistant or associate professor) and has administrative, academic, service, and scholarship responsibilities consistent with the mission and philosophy of the academic program. This individual demonstrates competence in clinical leadership, development, and implementation of the doctoral capstone portion of the OTD program; coordination with the college; curriculum design of the doctoral capstone courses development, and other assigned courses and duties (e.g., student advising, admissions). He/she is able to coordinate, plan for and implement the mission, philosophy, goals and expected outcomes of the doctoral capstone components of the OTD program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Communication

Communicates news and current information related to doctoral capstone program among all concerned stakeholders (e.g., the academic institution, program faculty, advisory committee, students, etc.) to maintain current knowledge of the doctoral capstone components of the educational program and report any changes affecting doctoral capstone experience and project.

Provides ongoing communication with constituents, including:

Philosophy of the doctoral capstone portion of the academic program.

Requirements of doctoral capstone portion of the curriculum e.g., syllabus and the program and site-specific learning objectives required for the program and ACOTE.

Policy and procedures of the program include assuring the review, revision, and maintenance of the doctoral capstone handbook.

Contributing to the current materials required for accreditation, including the submission of doctoral capstone related accreditation documentation (such as the self-study and interim report).

Ensuring that clinical contractual agreements are negotiated and maintained between the academic program and each education site for doctoral capstone experiences.

Dissemination of appropriate student-related doctoral capstone information.

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Collection and analysis of feedback from doctoral capstone related constituents (e.g., doctoral capstone supervisors and students).

Facilitating development opportunities including educational seminars supporting doctoral capstone clinical sites and professional development.

Curriculum Development

Developing, implementing monitoring, and refining the doctoral capstone portion of the program curriculum (didactic, clinical and administrative).

Evaluation and Assessment

Ensures the regular evaluation of doctoral capstone advisors.

Ensures the regular evaluation of capstone mentors and sites.

Ensures the regular evaluation and feedback related to student performance of the doctoral capstone experience and project.

Leadership

Models and promotes the professional behavior expected by the program.

Understands, has experience, and is active with curriculum content, design and evaluation related to the doctoral capstone experience and project.

Employs strategies to promote and support professional development among capstone advisors and mentors.

Implements proven effective interpersonal and conflict-management skills.

Facilitates needed change.

Effectively participates in strategic planning for capstone experiences and projects and the growth of the OTD program.

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Active in service on behalf of occupational therapist professional education, higher education, the larger community, and organizations related to their academic interest.

Demonstrates a commitment to lifelong learning.

Participates actively in institutional governance.

Promotes and facilitates accomplishment of all program goals and expected outcomes.

Assures fieldwork related accreditation standards are met or exceeded.

Participates in student instruction as a faculty member as appropriate.

Participates in scholarship as a faculty member as appropriate.

Program Management

Maximizing available resources for the occupational therapy capstone portion of the OTD program.

Overseeing appropriate capstone program documentation for the program.

Actively engaging core faculty?education planning, implementation, and assessment in support of the doctoral capstone portion of the program.

Overseeing, facilitating, and assessing the performance, professional development, and other activities of the doctoral capstone advisors and mentors.

Student Accountability

Facilitating quality learning experiences for students while on during doctoral capstone placements.

Evaluating students' performance, in cooperation with capstone supervisors, to determine their ability to integrate didactic and clinical learning experiences and to progress within the curriculum.

Educating students with the best of both clinical and academic faculty. ?

Fostering learning environments that demonstrate characteristics of sound client management, ethical and professional behavior, and currency with occupational therapy practice.?

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POSITION COMPETENCIES

Communication

Development of Self

Job Knowledge/Skill Application

Champions Innovation

Drives for Results

Collaboration

Integrity

Critical Thinking

Initiative

Student/Customer-Centeredness

Develops & Inspires Others

Develops Strategic Perspective

Financial Accountability

WORKING REQUIREMENTS/CONDITIONS

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Education/Certification:

Graduate of an accredited occupational therapist professional program or deemed equivalent non-accredited program.

Minimum of earned post-professional Doctoral Degree (OTD minimum, PhD, ScD, EdD preferred).

Licensed or eligible for licensure in the state of Utah.???????

Member of the American Occupational Therapy Association.

Current NBCOT credential (R)

Required Knowledge:

Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills.???

Knowledge of educational, management, and adult learning theory and principles.

Skills related to hybrid instructional delivery (e.g. learning management systems, instructional technology, best practices of synchronous and asynchronous instructional delivery at the doctoral level.

General knowledge of current occupational therapy practices standards and interventions across settings and populations.

Knowledge of legislative, regulatory, legal, and practice issues affecting occupational therapy education, students, and the profession of? occupational therapy.?????

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Minimum of 5 years' experience as a licensed occupational therapist.???

Experience with instructional delivery via face to face, hybrid, and online environments.

Design and conduct independent and/or collaborative research.

Experience Required:

Disseminated scholarship related to program development (required)

Minimum of two years of full-time academic experience in occupational therapy education (preferred).

Active in clinical practice (monitoring, consultations, and/or direct service) (preferred).????????

Active in professional activities at local, state, regional and/or national levels (preferred).

Strong leadership, communication, organization, interpersonal, problem-solving, and counseling skills.??????

Able to work with students, Faculty/Staff with special needs based on the Americans with Disabilities Act (ADA) and Title IX.

Ability to participate in the most sensitive aspects of peer review.

Skills/Abilities:

Able to initiate, administer, assess, and document areas related to occupational therapy education programs.?

Able to work independently and coordinate work with colleagues and peers.????????

Able to travel to campus as needed as up to 10 times per year (required)

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PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Finger dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together
Talking:	Especially where one must convey detailed or important instructions or ideas accurately, loudly, or quickly
Average Hearing:	Able to hear average or normal conversations and receive ordinary information
Average Visual Abilities:	Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery
Physical Strength:	Sedentary work. Sitting most of the time. Exerts up to 10 lbs. of force occasionally (Almost all office jobs)

WORKING CONDITIONS

None: No hazardous or significantly unpleasant conditions (Such as in a typical office)

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Reasoning Ability: Ability to deal with a variety of variables under only limited standardization
Able to interpret various instructions

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MathematicsAbility: Ability to perform basic math skills, use decimals to compute ratios and percentages, and draw and interpret graphs

Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias; Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar

Language Ability:

Ability to communicate distinctly with appropriate pauses and emphasis; correct pronunciation (or sign equivalent); and variation in word order using present, perfect, and future tenses

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. RMUoHP maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Rocky Mountain University is an Equal Opportunity Employer.?

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Rocky Mountain University of Health Professions
Provo, UT

Phone Number 8013755125 ext. 7

Contact E-mail hr@rm.edu