

Doctoral Capstone Manager Kean University

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Posted Oct. 15, 2019, set to expire Feb. 14, 2020

Job Title	Doctoral Capstone Manager
Department	Department of Occupational Therapy
Institution	Kean University Union, New Jersey
Date Posted	Oct. 15, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories Associate/Assistant Director
Academic Field(s)	Student Services Health Services Educational Services Admissions/Student Records/Registrar Administrative Support/Services
Job Website	https://www.kean.edu/offices/human-resources/employment/staff-positions
Apply By Email	otjobs@kean.edu

Job Description

Department of Occupational Therapy
Doctoral Capstone Manager

Under the direction of the Dean of the Nathan Weiss Graduate College, the Doctoral Capstone Manager (Managing Assistant Director III) manages the Doctoral Capstone process and assists doctoral students in finding, securing and progressing through a 14-week capstone experience and project as required by Accreditation Council for Occupational Therapy Education (ACOTE). In addition,

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the Doctoral Capstone Manager works closely with the Fieldwork Manager to manage fieldwork education for doctoral students; participates in the development of goals, policies and procedures for the OT program; and does related work as required. The Managing Assistant Director may be required to teach two in-load courses each semester (spring and fall) in addition to assigned managerial duties and responsibilities. This position requires a flexible schedule including occasional evening and weekend hours.

Qualifications: An earned doctorate in Occupational Therapy or a related field awarded by a USDE-recognized regionally accredited institution; national certification as a registered occupational therapist; license or eligibility for licensure as an Occupational Therapist in the State of New Jersey; and a minimum of two years of clinical experience working in the field of occupational therapy is required. A minimum of five years of professional experience working in the field of occupational therapy; previous experience supervising occupational therapy Level II Fieldwork; and teaching experience is preferred. Candidate must have proven skills in the organization, coordination and implementation of programming and excellent oral and written communication skills.

Application: Please send cover letter, resume and contact information for three professional references to: Dr. Mariann Moran, Search Committee Chairperson, Department of Occupational Therapy, via email to otjobs@kean.edu. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

EEO/AA Policy

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

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

Contact Dr. Mariann Moran
Department of Occupational Therapy
Kean University
Union, NJ



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