Capstone Coordinator Detailed Job Description

Regular Rank Faculty Position
Assistant Level
Occupational Therapy Doctorate Division
Duke University
Durham, North Carolina

The Occupational Therapy Doctorate Division (OTD) of Duke University seeks a Capstone Coordinator who will develop and lead the division’s capstone project and experience.

The OTD capstone project and experience will make substantive contributions to the division’s vision: A world where all people flourish through access to and participation in meaningful, health supporting occupations. The right person for the Capstone Coordinator position, therefore, will be someone who can design and implement a capstone curriculum that clearly contributes to that vision.

Roles and Responsibilities of the Capstone Coordinator:

In close collaboration with the OTD program director, faculty, and staff, the Capstone Coordinator will design, implement, and evaluate an occupation-centered capstone curriculum that integrates with all aspects of the three-year curriculum.

1. **Develop the Capstone Curriculum in Alignment with the Vision.** Developing the capstone curriculum entails developing the
   - Outcomes and assessment plan in alignment with program outcomes and assessment,
   - Theoretical foundations for the capstone,
   - Development processes for both the project and the experience,
   - Partnerships and potential projects,
   - Capstone courses,
   - Mentorship approach and mentor development processes,
   - Systems by which to monitor the elements of the capstone curriculum.

2. **Implement the Capstone Curriculum.** To implement and oversee the capstone curriculum, the Coordinator will:
   - Identify, recruit, and nurture capstone partners,
   - Secure a valid and signed Memorandum of Understanding for each doctoral capstone experience.
   - Educate partners about the capstone and the Duke OTD curriculum design,
   - Mentor and coach graduate students in effective collaboration with capstone partners,
   - Mentor and coach students before, during and after the capstone, including managing conflict and taking probationary actions where needed,
   - Facilitate student capstone projects through teaching and coaching,
   - Facilitate student capstone experiences,
   - Ensure equity in rigor through evaluating capstone plans, objectives, activities, placements, assessment processes, progress, results, and dissemination,
   - Evaluate and revise the capstone curriculum,
   - Ensure and report compliance with ACOTE standards

3. **Conduct Capstone Research**
   - Assess and report capstone outcomes,
   - Conduct and disseminate collaborative research related to occupation-centered learning in the capstone.
4. **Teach** capstone and non-capstone courses as negotiated with the Program Director.

5. **Assume Leadership in the Profession**
   - Represent Duke University OTD at regional and national meetings.
   - Assume leadership roles in regional and national capstone initiatives.
   - Participate in committees within the department, School of Medicine, and Duke University.
   - Collaborate with the department team, making positive and critical contributions.

6. **Communicate** clearly, kindly, inclusively, and persuasively in all forms of communication to all stakeholders (students, faculty colleagues, interprofessional colleagues, community stakeholders, and others)

**Minimum Required Criteria**
- A minimum of 5 years of demonstrated expertise in occupation-centered occupational therapy.
- A vision for the OTD Capstone as a means to impact people’s access to and participation in occupation.
- Experience developing learning experiences and assessing learning outcomes.
- Experience with effective student mentorship.
- Interest in developing an innovative capstone curriculum
- Demonstrated excellence in program development.
- Experience overseeing complex systems.
- Evidence of positive, team collaborations.
- Demonstrated leadership in the profession (local, regional, national).
- Eligible for licensure as an occupational therapist in the state of North Carolina.
- A terminal academic or clinical degree (OTD, PhD, EdD, ScD, DSc, etc.).

**Preferred Additional Criteria**
- Experience as a capstone coordinator.
- Record of research.
- Experience conducting and disseminating collaborative research related to occupation-centered learning.

**Preference will be given to applications received by March 1, 2020.** Reviews will continue until the position is filled.

To apply please submit:
1. a letter that addresses each of the above criteria,
2. a statement outlining the candidate’s philosophy and vision for capstone education,
3. a curriculum vitae,
4. contact information for three references.

**Submit by email to:** John McCall  
Vice Chief of Administration and Operations • Occupational Therapy Doctorate Division  
Duke University Medical Center (DUMC) Box 104002, Durham, NC, 27708  
(919) 668-3013 • [John.mccall@duke.edu](mailto:John.mccall@duke.edu)
Duke University is a private, non-profit, research university located in Durham, North Carolina. Founded by Methodists and Quakers in the present-day town of Trinity in 1838, the school moved to Durham in 1892. In 1924, tobacco and electric power industrialist James Buchanan Duke established The Duke Endowment, at which time the institution changed its name to honor his deceased father, Washington Duke.

Duke’s campus spans over 8,600 acres (3,500 hectares) on three contiguous campuses in Durham as well as a marine lab in Beaufort. The main campus—designed largely by architect Julian Abele—inorporates Gothic architecture with the 210-foot (64-meter) Duke Chapel at the campus’ center and highest point of elevation. The first-year-populated East Campus contains Georgian-style architecture, while the main Gothic-style West Campus 1.5 miles (2.4 kilometers) away is adjacent to the Medical Center.

Duke is ranked 8th in the U.S. News & World Report Best Colleges Ranking and 22nd in the U.S. News & World Report Best Global University Ranking. In 2017, Forbes lists Duke among the top ten universities to "produce the most Forbes 400 billionaires". In a corporate study carried out by The New York Times, Duke's graduates were shown to be among the most sought-after and valued in the world, and Forbes magazine ranked Duke 7th in the world on its list of 'power factories'.

As of 2019, 13 Nobel laureates and 3 Turing Award winners have been affiliated with the university. Further, Duke alumni include 40 Rhodes Scholars and 25 Churchill Scholars. The university has produced the 5th highest number of Rhodes, Marshall, Truman, Goldwater, and Udall Scholars of any American university between 1986 and 2015. In 2018, the Wall Street Journal ranked Duke first (tied with Harvard and Yale) for graduate outcomes. As of 2018, Duke also holds a top-ten position in several national rankings.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

https://durham.duke.edu/