Program Director for the Occupational Therapy Doctoral Program

Rocky Mountain College, in partnership with the national search firm **Scott Healy & Associates**, invites applications and nominations for the position of **Program Director for the Occupational Therapy Doctoral Program**. With a Practitioner-Educator emphasis, position responsibilities emphasize teaching and advising students and fostering community connections. Additionally, this position is responsible for the supervision, planning, development, implementation, organization, administration, evaluation, and general effectiveness of the OTD program. The successful candidate will support and carry out the mission of the college as well as demonstrate a commitment to developing and enhancing a culture of rigor, excellence, and achievement. This is a full-time, on-campus position, as opposed to remote or hybrid.

The focus of all programs at Rocky Mountain College is teaching. As such, the qualified candidate will possess documented expertise in their area(s) of teaching responsibility and knowledge of the various content delivery modalities. Evidence of expertise in teaching assignments might include documentation of continuing professional development, relevant experience, faculty development plan reflecting acquisition of new content, incorporation of feedback from course evaluations, and other sources. Although this is an untenured position, the rank of assistant or associate professor will be considered for the qualified candidate. Salary is commensurate with experience.

Primary Responsibilities

1. Management and administration of the program, including planning, evaluation, budgeting, recommending faculty and staff for hire, and maintenance of accreditation.
2. Developing and maintaining the OTD budget within established college parameters to develop, obtain, and manage program resources necessary to carry out required activities.
3. Ensuring appropriate curriculum design, content delivery, and program evaluation and overseeing regular systematic evaluation of the curriculum and instruction within the OTD program.
4. Engaging faculty and staff performance evaluation.
5. Performing ongoing evaluation of program outcomes.
6. Coordinating program self-study and preparing accreditation-related documents.
7. Maintaining and ensuring program quality in compliance with established ACOTE accreditation standards.
8. Coordinating recruiting activities with the Vice President of Enrollment Services and recruiting qualified candidates that meet or exceed established enrollment goals.
9. Marketing the program in consultation with the Vice President of Enrollment Services and the Provost.

Qualifications

- Doctoral degree awarded by an institution that is accredited by a regional accrediting body recognized by the U.S. Department of Education; not limited to a doctorate in occupational therapy.

- Minimum of 8 years of documented experience in the field of occupational therapy. This experience must include:
    - Clinical practice as an occupational therapist.
    - Administrative experience including, but not limited to, program planning and implementation, personnel management, evaluation, and budgeting.
    - Scholarship (e.g., scholarship of application, scholarship of teaching and learning).
    - Understanding of the role of the occupational therapy assistant.
    - Minimum of 3 years of experience in a full-time academic appointment with teaching responsibilities at the post-baccalaureate level.
- NBCOT Certification.
- License or eligibility for licensure in the state of Montana.
- Maintenance of continuing education units.

About the Institution

Rocky Mountain College (RMC), as a product of the merger of three institutions, has as its heritage both liberal arts and polytechnic roots. The distinguishing characteristic of today's Rocky Mountain College is its commitment to emphasizing education over training in its wide variety of programs. The College focuses on educating the whole person, elevating graduates, and serving our communities.

Rocky Mountain College has over 800 undergraduate students, and over 150 graduate students, on a beautiful, suburban, 60-acre campus. Located in Billings, Montana, RMC is the oldest institution of higher education in the state. The College is quickly approaching its sesquicentennial, which will be celebrated in 2028.

The Occupational Therapy Doctoral Program at RMC offers an exceptional opportunity for faculty to inspire the next generation of occupational therapy professionals in a dynamic and forward-thinking environment. The program emphasizes hands-on learning and a commitment to expanding the reach of occupational therapy, particularly in rural and underserved areas. With access to state-of-the-art facilities designed to enhance engaged and experiential learning, the program's dedicated educators are committed to advancing the profession of OT. The mission of the OTD program extends beyond traditional healthcare, preparing students to become clinicians, educators, and leaders who will shape the future of occupational therapy in Montana and beyond.

About the Community

Billings, Montana, the state's largest city, offers the perfect blend of urban convenience and outdoor adventure. Known as the "Magic City" for its rapid growth, Billings boasts a thriving economy supported by healthcare, energy, and agriculture industries. Residents enjoy diverse entertainment options, from live performances at the Alberta Bair Theater and NOVA to blockbuster films at Carmike cinemas. Shopping enthusiasts can explore Rimrock Mall, while food lovers will find a variety of restaurants to compliment any appetite. Outdoor recreation is abundant, with scenic trails along the Rimrock cliffs that surround the city, multiple golf courses,

and river access for fishing, rafting, and kayaking. Weekend getaways are easy, with Red Lodge's skiing and shopping just 50 minutes away, Yellowstone National Park within a 2.5-hour drive, and world-class hiking fishing, and camping in the Beartooth and Pryor Mountains. Whether you're seeking career opportunities, adventure, or a welcoming community, Billings is a great place to call home.

Application Process

All correspondence relating to the position of **Program Director for the Occupational Therapy Doctoral Program** at **Rocky Mountain College** should be directed in confidence to the College's executive search consultant:

Erin House, Assistant Vice President
Scott Healy & Associates
erin@scotthealy.com

A complete application should include the following:

1. Cover Letter outlining your interest and qualifications for the position
2. Updated CV
3. Teaching Statement

Applications received by **March 21, 2025** will receive priority consideration. The search will remain open until the position is filled.

Rocky Mountain College is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

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