

# JOB LISTING

## **Academic Coordinator**

### **Yoga Therapy Program/Academic Affairs**

**Originally posted as Program Coordinator, Yoga Therapy Program**

**Position Available: Immediately**

**Reposting Date: 05/20/2015**

**End Date: Open until filled**

Maryland University of Integrative Health is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners and deliver more than 35,000 clinical treatments and consultations each year.

Maryland University of Integrative Health is seeking a diligent and dedicated individual to support the growing Master of Science in Yoga Therapy Program as well as provide administrative support to our busy Provost/Vice President for Academic Affairs. In this newly expanded, dual-role position, the Academic Coordinator will perform a wide variety of administrative tasks to help ensure that both the Yoga Therapy Program and Provost's office run smoothly

This part-time position requires approximately 27 hours per week (including some evening and weekend work) and comes with benefits.

### **Responsibilities/Duties**

Responsibilities/duties include, but are not limited to:

#### Yoga Therapy Program

- Provide general administrative support
- Assist with budget management
- Coordinate the program's presence at open houses and planning program showcases with the Admissions team
- Update and maintain faculty contact lists
- Update changes, maintenance, and distribution of syllabi per faculty review
- Coordinate the hiring of faculty and ensuring the proper paperwork is completed and collected in a timely manner
- Draft, edit, and distribute communication between program administration, students, alumni, adjunct faculty, institutional faculty, staff, community members, and potential partners
- Manage the program and course reference information, files, directories, and forms on MUIH intranet

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## Academic Coordinator

### Yoga Therapy Program/Academic Affairs continued (2 of 3)

- Input and manage all data and information related to the programs in the Student Information System (SIS), including room scheduling and set-up, teaching agreements, course information, book lists, course schedules, program curricula, and welcome letters for new students
- Create, organize, and distribute enrollment and new student orientation reference material and information
- Work collaboratively with academic and administrative departments to develop a strategy for online learning and technology enhanced courses
- Perform other duties as assigned

#### Office of the Provost

- Provide administrative support for the Provost
- Reconcile Visa card statements
- Schedule meetings
- Complete Request for Payment forms
- Manage course change processes
- Attend ALC meetings, recording action items and maintaining/updating the current, interactive index of ALC items
- Support Faculty Senate and annual award processes
- Provide support for annual faculty meetings and annual research days
- Conduct preliminary market research on comparative tuition, comparable programs, and new projected programs
- Prepare reports as requested from internal and external sources
- Prepare institutional annual reports
- Support the Provost in composing and refining strategic, academic, business, budget, and project plans
- Draft and refine presentations to be given by the Provost
- Coordinate the Appointment, Rank, and Promotion Policy process
- Provide support/coordination of the academic section of the institutional academic catalog
- Provide support for the Faculty Peer Review process and the Faculty Development Process
- Develop internal academic processes and procedures
- Perform other duties as assigned

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## Academic Coordinator

### Yoga Therapy Program/Academic Affairs continued (3 of 3)

#### Qualifications

##### Required:

- Bachelor's degree
- Minimum of three years of experience working in an administrative position
- Expert skill and proficiency with Microsoft Office
- Exceptional communication skills (both written and verbal)
- Strong organizational skills
- Flexibility in adapting to new processes
- Ability to learn new information quickly, prioritize, and tend to multiple projects simultaneously
- Highly developed interpersonal skills
- Alignment with the University's mission and values

##### Preferred:

- Higher education administration work experience

**To apply:** Interested individuals should forward a letter of interest (including desired salary) and resume to our Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu), referencing "1513 – Academic Coordinator" in the subject line of the email.

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Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law.

Equal Opportunity Employer