

JOB LISTING

Academic Director Nutrition and Integrative Health Programs

Position Available: Immediately

Post Date: 12/26/2014

End Date: Open Until Filled

For Best Consideration, Apply by: 03/02/2015

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 experiencing significant growth in its nutrition programs. This includes both online and campus-based programs as well as in the Master's degree, the Post-Master's Certificate, and its **new Doctor of Clinical Nutrition program**. As a result of this growth, MUIH needs a highly experienced academic administrator to manage all aspects of the programs, including the current staff of professionals as well as our renowned faculty. This position reports to the Provost.

While having a strong science and evidence-based approach, our programs teach nutrition from a holistic perspective, incorporating the medicinal, therapeutic, social, cultural, psychological, and political aspects of food. The ideal candidate is committed to this approach to nutrition, is creative and entrepreneurial, and has been involved in higher education administration and curriculum development.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Actively manage the growth of the online and campus-based programs
- Design and implement a viable organizational structure within the academic unit
- Encourage research and scholarship
- Manage the staff, faculty, and related programs
- Develop and manage the budget
- Oversee current and new curriculum design, development, delivery, and assessment processes
- Oversee the recruitment, hiring, and selection processes for adjunct and full-time faculty
- Implement the faculty evaluation process
- Provide programmatic orientation for faculty and students
- Assure that the programs are represented at internal and external events
- Oversee programmatic accreditation and licensure

JOB LISTING

Academic Director

Nutrition and Integrative Health Programs continued (2 of 2)

- Closely interact with the student advisor for the nutrition students
- Create course delivery schedules to assure timely delivery of courses for all current and new students
- Work collaboratively with admissions to enroll students
- Attend meetings as appropriate
- Work closely with the offices of admissions, finance, institutional development, marketing, student services, IT, library, online learning, clinic, and other internal offices
- Perform other duties as assigned

Qualifications

Required:

- Doctoral (or terminal) degree
- At least 5 years of experience in academic administration within an academic department in a college or university
- Demonstrated experience with organizational change
- Experience in a fast-growing organization
- Philosophical compatibility with Maryland University of Integrative Health's integrative approach to healthcare
- Knowledge of curriculum/program design and implementation which meet market needs
- Understanding of programmatic accreditation and licensure processes
- Demonstrated experience working with marketing departments
- Demonstrated background working with faculty in higher education
- Knowledge of assessment techniques
- Experience with online courses and programs

Preferred:

- Experience with start-up academic programs and the subsequent scaling up
- Experience working with both adjunct and full-time faculty
- Academic background in nutrition and/or integrative health

To apply

Interested individuals should forward a letter of interest and a current CV/resume to our Office of Human Enrichment at jobs@muih.edu, referencing "1450 – Academic Director, Nutrition" in the subject line of the email.

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