

# JOB LISTING

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## Academic Projects Coordinator

**Position Available: 08/01/2014**

**Posting Date: 07/14/2014**

**End Date: Open until filled**

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH's on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

The University is seeking a talented individual to perform a variety of duties in order to support the completion of important projects supporting the University's academic mission. Reporting primarily to the Provost/Executive Vice President of Academic Affairs, this key position plays an integral part in ensuring that the University meets academic regulations.

This position is available as either full or part-time, with a minimum of 28 hours per week.

### Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Managing the institutional and programmatic accreditation/reporting processes
- Preparing institutional annual reports
- Writing and preparing Maryland Higher Education Commission (MHEC) program proposals and serving as the MHEC contact for the Office of Academic Affairs
- Writing and preparing accreditation documents
- Managing the state authorization process for online learning
- Supporting the President and the Provost in composing and refining strategic, academic, business, budget, and project plans
- Drafting or modifying original drafts, as well as editing and formatting written communications and informational materials including internal and external communications, faculty newsletters, academic reports and catalogs, annual reports and accreditation reports and materials
- Serving as the manager for the Institutional Review Board
- Performing early stage market research on current and future academic programs
- Providing support for academic research projects (IRB-supported and others)
- Drafting and refining presentations to be given by the Provost
- Maintaining current academic policies and procedures and assure appropriate intra-institutional distribution
- Maintaining a warehouse of all approved and official records within the Office of Academic Affairs
- Coordinating intra-institutionally to produce the Faculty Handbook
- Coordinating the Appointment, Rank, and Promotion Policy process
- Providing support/coordination of the academic section of the institutional academic catalog
- Providing support for the Faculty Peer Review process and the Faculty Development Process

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## Academic Projects Coordinator continued (2 of 2)

- Serving as MUIH's contact for certain external agencies/regulators/associations
- Developing internal academic processes and procedures
- Performing other duties as assigned

### Qualifications

#### Required:

- Bachelor's Degree
- Minimum of 5 years of experience managing and supporting projects at the executive level
- Employment experience in an higher education institution
- Mastery of Microsoft PowerPoint, Word, Excel, and Outlook, as well as mastery of MS Visio
- Superior interpersonal and communication skills (both written and verbal)
- Strong organizational skills and project management skills
- Ability to multi-task and meet tight deadlines
- Ability to collaborate with individuals at all levels of the organization, be self-directed, and maintain confidential information

#### Preferred:

- Experience in an academic department in a college or university
- Knowledge of integrative health and wellness

**To apply:** Interested individuals should forward a resume with a cover letter that includes desired schedule (full-time or part-time) and desired salary range to our Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu), referencing "1425 – Academic Project 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