

# JOB LISTING

## **Admissions Coordinator (Temporary)**

**Position Available: Immediately**

**Posting Date: 03/12/2015**

**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 (MUIH) is seeking a dedicated and resourceful individual to serve as Admissions Coordinator on a temporary basis in our busy Admissions Office. This important person, helping to ensure the smooth operation of the department, is responsible for processing incoming admissions inquiries, applications, transcripts, and all other admissions related paperwork. The Admissions Coordinator is focused on effective time management, efficiency, and task completion and will support outreach efforts and answer incoming phone and email communication in an attempt to facilitate meetings with Admissions Counselors, while ensuring that the MUIH mission and philosophy are carried out. This position is part-time (approximately 20 hours per week) and requires some evening and weekend participation. Scheduling can be somewhat flexible, and the assignment is expected to last from the end of March through approximately the end of June.

### **Responsibilities/Duties**

The Admissions Coordinator will:

- Serve as ambassador and first point of contact for the Admissions Office
- Efficiently evaluate all incoming inquiries and responding effectively
- Provide general administrative support for the admissions team
- Create and maintain data records of prospective students and applicants
- Process applications and application related materials
- Coordinate admissions visits
- Represent MUIH and/or the Admissions Office at special events as required
- Assist the Admissions staff with special projects Perform other duties as assigned
- Perform other duties as assigned

### **Qualifications**

Required:

- Bachelor's degree
- 2+ years of customer service experience
- 1+ year of experience in an office support position
- Proficiency in the use of MS Office applications and database management

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## Admissions Coordinator (Temporary) continued (2 of 2)

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Superior organizational and multi-tasking skills
- Willingness to embrace the mission and values of the University and to work in a positive, team environment
- Ability to appropriately handle confidential information
- Support faculty members and the University

Preferred:

- Experience working in an administrative support capacity at a college or university

**To apply:** Interested candidates should forward a cover letter (including salary requirements) and resume to the Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu). Please reference "1507 – Admissions 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