

# JOB LISTING

## Admissions Manager

**Position Available: Immediately**

**Posting Date: 07/21/2014**

**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.

MUIH is seeking an Admissions Manager who is enthusiastic about building effective relationships with colleagues and prospective students in service of achieving University goals. Reporting to the Director of Enrollment Management, this full-time position offers growth and leadership opportunities for a qualified and committed candidate. While most work of the Office is conducted during traditional business hours and during weekdays, this position requires some evening/weekend work as well as overnight travel.

### Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Assuming the Office leadership role in Director's absence and on specific projects
- Supervising Admissions Coordinator and Admissions Data Entry Specialist
- Assuming role of lead representative for MUIH when attending regional and national conferences and meetings
- Partnering with Director and other university leaders to create recruitment and enrollment strategies and activities
- Planning, implementing, and evaluating campus and virtual recruitment activities including open houses, admissions visits, webinars, regional presentations, training sessions, orientation programs, career panels, and workshops
- Creating processes, templates, and materials to streamline the work of the Office
- Setting an example and being a positive role model for all staff and volunteers
- Promoting growth in graduate enrollment consistent with best practices in admissions and enrollment management and in service to the University's mission, vision, and strategic plan
- Pursuing qualified candidates for enrollment, and determining appropriateness of candidates for admission based upon academic history and career goals
- Managing inquiries to achieve prompt, consistent, and effective communications through the full enrollment lifecycle, and redirecting unqualified candidates
- Strongly contributing to all admissions performance and activity goals
- Developing a broad understanding of MUIH program offerings, as well competing programs in the marketplace. Accurately and comprehensively describing academic programs, expected outcomes, student services, and financial options to prospective students

## Admissions Manager continued (2 of 3)

- Exercising professional independent judgment and discretion in reviewing files and admitting students who meet the academic and other requirements; recommending the admission or non-admission of students as appropriate and consistent with University policies
- Initiating recommendations for continual process improvement within the Office
- Inputting and maintaining student information and activities within student database systems
- Preparing and maintaining Admissions and enrollment reports
- Forecasting application rates and predicted enrollment numbers on a periodic basis for Director of Enrollment Management
- Based on a continual analysis of admissions and enrollment data, making recommendations for interventions as needed to improve outcomes
- Assisting other personnel and departments with data collection and problem solving
- Assisting Director of Enrollment Management with special projects
- Performing other duties as assigned

### Qualifications

#### Required:

- Bachelor's degree
- 4+ years of experience working in admissions/enrollment management at a higher education institution with progressive responsibility
- Intermediate skills with Microsoft Office software and student information databases
- Ability to work with a wide range of people and demonstrated commitment to diversity
- Ability to efficiently and effectively solve problems and initiate and implement projects independently
- Ability and willingness to maintain a positive attitude that will promote a healthy cultural climate in the Office of Graduate Admissions and a welcoming presence for prospects, applicants, students, and colleagues throughout the University
- Ability to organize, plan, contribute ideas to evaluate and improve processes, and work cooperatively and collaboratively within a team
- Ability to work efficiently, effectively, and independently, and to organize workflow, set priorities
- Ability to thrive in a fast-paced environment and to learn new information quickly
- Flexibility in adapting to new processes
- Excellent verbal, written, and interpersonal skills for phone, in-person, and electronic communication
- Willingness to embrace the mission, vision, foundational principals, and values of MUIH
- Ability to adapt a flexible schedule that includes some evenings, weekends, and travel

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## Admissions Manager continued (3 of 3)

Preferred:

- Master's Degree
- Strong experience manipulating and analyzing data in a customer relationship management (CRM) system, preferably Hobson's Radius (Intelliworks)

**To apply:** Interested individuals should forward a resume with a cover letter to our Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu), referencing "1431 – Admissions Manager" 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