

JOB LISTING

Assistant Manager Herbal Dispensary

Position Available: Immediately

Posting Date: 08/01/2014

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 organized and capable professional to serve as Assistant Manager in the University's herbal dispensary. Reporting to the Director, this position helps ensure the smooth operations of the Herbal Dispensary as well as tend to the needs of clients.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Formulating compounds, extracts, teas, and powders
- Entering data into business and labeling software
- Cleaning and maintaining the Dispensary and utensils
- Providing supervision and training for student interns
- Processing invoices for payment in a timely manner
- Keeping client records
- Opening and closing the Dispensary for business
- Receiving and recording of money from sale of products and processing deposits as needed
- Reconciling daily credit card sales providing needed information to Accounting
- Ordering herbal stock and other dispensary needs
- Assisting in the monitoring quality control of bulk herbs purchased by the dispensary
- Performing other duties as assigned

Qualifications

Required:

- Graduate or undergraduate degree in Herbal Medicine or related field
- A minimum of one year of administrative experience
- Experience with handling cash and processing financial paperwork
- Familiarity with compounding methodology and formulating with "parts" versus percentages
- A foundational understanding of herbs and supplements as a whole

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Assistant Manager Herbal Dispensary continued (2 of 2)

- Ability to be methodical and procedural and to follow good manufacturing practices (GMPs) and quality control procedures
- Ability to multi-task
- Excellent interpersonal skills
- Basic office skills, including computer knowledge, file maintenance, and good phone etiquette

Preferred:

- Completion of an apprenticeship or internship through the University's Herbal Dispensary
- Experience in a pharmacy or chemical research laboratory

To apply: Interested individuals should forward a resume with a cover letter to our Office of Human Enrichment at jobs@muih.edu, referencing "1432 – Dispensary Assistant Manager" 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