

# JOB LISTING

## Assistant Provost for Research

**Position Available: Immediately**

**Post Date: 10/17/14**

**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.

Maryland University of Integrative Health is seeking a dynamic individual to establish a research presence within the University by working collaboratively with the faculty and administration, to develop a culture of research in the University, and to provide leadership and training for faculty to support their growth and development in this area. The person will identify existing opportunities within the University for possible projects and external funding as well as represent the research function at the University to external groups.

Reporting to the Provost/Executive VP for Academic Affairs, this part-time position is expected to be approximately 7 hours per week.

### Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Design and implement a strategic plan that coordinates all research and research literacy initiatives at MUIH
- Collaborate with academic leadership and faculty to identify research interests and current MUIH resources
- Identify and develop research projects in alignment with current MUIH resources and interests
- Collaborate with Natural Care Center staff and clinical faculty to develop policies and procedures for research within the student clinic
- Collaborate with Information, Research, and Scholarship Committee and Director of Faculty Development to enhance research literacy and skills among faculty
- Collaborate with academic leadership and faculty to further incorporate research and research literacy in academic programs
- Collaborate with faculty and academic leadership to create an inventory of well-written standardized case reports for teaching and publication
- Identify and develop partnerships with established research centers
- Identify and develop research grant opportunities
- Represent MUIH and integrative health perspectives at research conferences and other settings
- Perform other duties as assigned

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## Assistant Provost for Research continued (2 of 3)

### Qualifications

Required:

- Master's degree related to one of the academic programs at MUIH
- A record of leading staff and faculty development in research and in promoting scholarship
- Awareness of current policies and processes relating to public and private funding for research
- Outstanding people skills and ability to lead, lending to forming collaborative teams
- Ability to demonstrate through publications and/or other measures of peer esteem a level of experience in mentoring and encouraging others in research
- Excellent detail orientation
- Excellent communication skills, both written and verbal
- Superior computer skills, including proficiency in Microsoft Office

### To apply

Interested individuals should forward a letter of interest and CV/resume to our Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu), referencing "1444 – Assistant Provost for Research" in the subject line of the email.

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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. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. Equal Opportunity Employer