Data Entry Associate

Graduate Admissions

Position Available: Immediately
Post Date: 07/31/2013
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 currently conducting a search for a dependable and diligent individual to support the Office of Graduate Admissions as Data Entry Associate. Reporting to the Director of Graduate Admissions, this position supports the enrollment management mission of the University by entering collected data into the University’s information systems.

This position is part-time, working three to five days weekly during the University’s core business hours for a total of approximately 20 hours per week.

Responsibilities/Duties
Responsibilities/duties include, but are not limited to:
• Completing data entry with exceptional accuracy, proficiency, and in a timely manner according to established procedures
• Organizing and maintaining confidential documents efficiently
• Preparing and presenting reports from the database
• Analyzing data
• Prioritizing projects as work is assigned
• Providing additional support for the Office of Graduate Admissions and the Marketing Department as needed
• Performing other duties as assigned

Qualifications
Required:
• Established working knowledge of and maneuverability in Microsoft Office – primarily Access and Excel
• Typing speed of 50 WPM
• High level of data entry proficiency and accuracy
• Superior attention to detail
Data Entry Specialist
Graduate Admissions continued (2 of 2)

Preferred:
- Associate’s degree
- Familiarity with the mission and vision of Maryland University of Integrative Health

To apply
Interested individuals should forward a letter of interest (listing desired pay rate) and a resume to our Office of Human Enrichment at jobs@muih.edu, referencing “1346 – Data Entry” in the subject line of the email.

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. EOE.