JOB LISTING

Director, Academic Programs
Nutrition and Integrative Health

Position Available: Immediately
Post Date: 10/22/2013
End Date: Open until filled
For Best Consideration, Apply by: 11/18/2013

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 experiencing significant growth in its nutrition programs. This includes both online and campus-based programs, in the master’s degree as well as the Post-Master’s Certificate. As a result of this growth, MUIH now needs a highly experienced, academic administrator to manage all aspects of the Nutrition and Integrative Health (NIH) academic unit, including the current staff of five professionals as well as our renowned faculty. This position reports to the Provost.

While having a strong science and evidence-based approach, the graduate programs teach nutrition from a holistic perspective, incorporating the medicinal, therapeutic, social, cultural, psychological, and political aspects of food. The ideal candidate is committed to this approach to nutrition, is creative and entrepreneurial, and has knowledge of, or has been involved in, higher education administration and curriculum development.

Responsibilities/Duties
Responsibilities/duties include, but are not limited to:
• Actively managing the growth of the online and campus-based programs
• Designing and implementing a viable organizational structure within the academic unit
• Managing the staff, faculty, and workload
• Developing and managing the budget
• Overseeing current and new curriculum design, development, delivery, and assessment processes
• Overseeing the recruitment, hiring, and selection processes for adjunct and full-time faculty
• Implementing the faculty development and evaluation process
• Assuring that NIH is represented at internal and external events
• Overseeing programmatic accreditation and licensure
• Working closely with the offices of admissions, marketing, student services, IT, library, online learning, clinic, and other internal offices
• Overseeing the student advising process for the nutrition students
Creating course delivery schedules to assure timely delivery of courses for all current and new students

**Director, Academic Programs**

**Nutrition and Integrative Health** continued (2 of 2)

- Working collaboratively with admissions to recruit students
- Performing other duties as assigned

**Qualifications**

**Required:**
- Master’s degree
- At least 5 years of experience managing academic administration within an academic department in a college or university
- Demonstrated experience with organizational change
- Experience in a fast-growing organization
- Philosophical compatibility with Maryland University of Integrative Health’s integrative approach to healthcare
- Knowledge of curriculum/program design and implementation which meet market needs
- Understanding of programmatic accreditation and licensure processes
- Demonstrated experience working with marketing departments
- Demonstrated background working with faculty in higher education
- Knowledge of assessment techniques

**Preferred:**
- Doctoral degree
- Experience with online programs
- Experience with start-up academic programs and the subsequent scaling up
- Experience working with both adjunct and full-time faculty
- Academic background in nutrition and/or integrative health

**To apply**

Interested individuals should forward a) a letter of interest, b) CV/resume, and c) a minimum of 3 references to our Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu), referencing “1354 – Director, Academic Programs” 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 a public, not-for-profit educational institution.
committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. Equal Opportunity Employer.