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 strong leader who can deliver results for its busy Admissions department. The Director of Graduate Admissions is an integral member of the University's leadership team and responsible for sustaining a vibrant, proactive, and highly collaborative admission's environment. Running the department with the highest level of integrity, the Director is responsible for creating integrative strategies to attract prospective students, processes to maximize efficiency, and communications that inspire and engage. The best candidate for this position will be an energetic and innovative leader that understands and supports the critical role of admissions in a growing, mission-driven University and who can lead a team to achieve ambitious outcomes.

Responsibilities/Duties
Responsibilities/duties include, but are not limited to:

- Promoting growth in graduate enrollment through collaborative initiatives in marketing and recruitment, including outreach activities (internal and external), relevant and current website presence, social media, and print and electronic communications
- Creating strategies and processes to work effectively with prospects
- Working closely and collaboratively with personnel in the academic departments, marketing department, student affairs department and others as needed
- Ensuring that all aspects of the admissions office run smoothly and in compliance with accreditation guidelines
- Hiring, training, supervising, and evaluating admissions staff
- Developing and executing office policies and procedures based on industry best practices
- Overseeing and conducting on-campus recruitment and promotion functions, including prospect visits and interviews, open houses, information sessions (in- person and virtual), and program related workshops
- Representing MUIH at off-campus events and preparing admissions staff as well as others to represent MUIH
- Researching and staying abreast of trends in higher education, enrollment management, recruitment, and admissions
- Becoming a subject expert on MUIH and its academic programs
JOB LISTING

Director of Graduate Admissions
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• Analyzing and reporting admissions statistics and recruitment data
• Assuming responsibility for budget oversight and strategic planning in support of enrollment outcomes
• Ensuring on-going cultivation and contact with prospective students and applicants throughout the admissions process
• Performing other duties as assigned

Qualifications
Required:
• Master’s degree in Education, Marketing, Communication, or related field
• A minimum of three years of experience with increasing levels of responsibility in an admissions department, including two years of staff management
• Ability to plan and create enrollment and recruitment strategies, organize workflow, set priorities, thrive in a fast-paced environment, meet deadlines, and demonstrate eagerness to learn new things while maintaining a positive and flexible demeanor
• Strong leadership skills and work ethic
• Excellent analytical and communication skills
• Ability to collaborate effectively with others and build and motivate an admissions team
• Alignment with and commitment to MUIH mission, vision, foundational principles, and values
• Excellent verbal and written interpersonal skills for large group presentations and one-on-one phone, in-person, and electronic communication
• Proficiency utilizing Microsoft Office, enrollment management, and student information systems software

To apply: Interested individuals should forward their letter of interest and resume to our Office of Human Enrichment at jobs@muih.edu, referencing “1341 Director of Graduate Admissions” 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 being, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE.