

JOB LISTING

Legal Assistant

Position Available: 08/01/2014

Posting Date: 07/16/2014

End Date: 07/22/2014

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 serve as legal assistant. This new, part-time position is approximately 20 hours per week and will support the University's general counsel in several areas.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Providing support for activities involving the Board of Trustees, including emailing, coordinating meetings, and preparing binders and other materials for meetings
- Preparing, composing, editing, and proofing confidential and routine correspondence, email, and reports
- Preparing and submitting corporate filings for the University
- Processing contract files for the General Counsel and in an accurate and timely manner; maintaining accurate log of contracts
- Maintaining secure records of confidential information
- Maintaining the calendar and coordinate logistical activities and make arrangements for external meetings, conferences, workshops, forums, and other appointments for the General Counsel
- Managing the schedule of the Citrix online meeting system
- Arranging travel, directions, registrations, and expense reimbursement
- Performing other duties as assigned

Qualifications

Required:

- A minimum of 5 years of experience as a legal assistant
- Experience with Board support, MS Office Suite, Citrix online meetings
- Exceptional interpersonal skills, fostering relationships with individuals at all levels of an organization
- Exceptional oral and written communication skills
- Professional poise and demeanor
- Ability to appropriately handle confidential information

Preferred:

- Experience providing support to general counsel for an institution of higher education

JOB LISTING

Legal Assistant continued (2 of 2)

To apply: Interested individuals should forward a resume with a cover letter to our Office of Human Enrichment at jobs@muih.edu, referencing "1427 – Legal Assistant" 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