

JOB LISTING

Program Coordinator

Acupuncture and Oriental Medicine Programs

Position Available: Immediately

Posting Date: 09/12/2014

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 diligent and dedicated individual to support the busy Acupuncture and Oriental Medicine programs. Reporting to the Academic Director, the Program Coordinator provides administrative support in carrying out tasks that ensure smooth delivery of academic courses. This full-time position requires occasional evening and weekend work.

Responsibilities/Duties

The Program Coordinator will:

- Provide general administrative aid to program leadership
- Attend meeting, recording minutes and preparing action items
- Enter and maintain program data
- Collect and collate syllabi
- Reserve rooms and equipment and arrange details for academic events, courses, and meetings
- Manage and track course materials, producing memos, letters, emails, and other correspondence
- Communicate with students, faculty, and staff regarding announcements and other work related matters
- Coordinate the students' oral exam process
- Support the tracking of program data, such as enrollment and other student data
- Order and track inventory of program supplies
- Provide support for program assessment — including supporting the course evaluation process
- Assist with budget management and preparing and processing faculty teaching contracts
- Assume responsibility for creating, distributing, and cataloging of the trimesterly course schedules for all tracks of students in the M.Ac. and M.O.M. programs
- Coordinate admissions processes with the Admissions department and answer questions related to prospective students
- Support Program Managers and Directors in the administration of course schedules related to associated programs
- Document curriculum changes for Acupuncture and Oriental Medicine programs
- Coordinate CCAOM events (CNT)

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Program Coordinator

Acupuncture and Oriental Medicine Programs continued (2 of 2)

- Work in partnership with the commencement committee to plan and carry out the yearly commencement ceremony and surrounding activities
- Support faculty members and the University
- Perform other duties as assigned

Qualifications

Required:

- Bachelor's degree
- Minimum of two years of experience working in an administrative position
- High proficiency with Microsoft Office
- Highly developed interpersonal skills and exceptional communication skills (both written and verbal)
- Strong organizational skills
- Flexibility in adapting to new processes
- Ability to learn new information quickly, prioritize, and tend to multiple projects simultaneously

Preferred:

- Higher education work experience
- Experience with Moodle
- Experience with blogging and website development
- Alignment with the University's mission and values

To apply: Interested candidates should forward a cover letter (including salary requirements) and resume to the Office of Human Enrichment at jobs@muih.edu. Please reference "1436 – Program Coordinator" 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