

JOB LISTING

Program Coordinator

Master of Science in Yoga Therapy

Position Available: 08/01/2014
Posting Date: 06/26/2014
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 growing Master of Science in Yoga Therapy Program. In this newly expanded position, the Program Coordinator will assist the Program Director by providing administrative support in carrying out tasks to ensure smooth delivery of academic courses.

This part-time position is currently expected to be approximately 8.75 hours per week, but could increase in the future. This job requires occasional evening and weekend work.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Providing general administrative support
- Assisting with budget management
- Coordinating the program's presence at Open Houses and planning program Showcases with the admissions team
- Updating and maintaining faculty contact lists
- Updating changes, maintenance, and distribution of syllabi per faculty review
- Coordinating the hiring of faculty and ensuring the proper paperwork is completed and collected in a timely manner
- Drafting, editing, and distributing communication between program administration, students, alumni, adjunct faculty, institutional faculty, staff, community members, and potential partners
- Managing the program and course reference information, files, directories, and forms on MUIH intranet
- Inputting and managing all data and information related to the programs in the Student Information System (SIS), including room scheduling and set-up, teaching agreements, course information, book lists, course schedules, program curricula, and welcome letters for new students
- Creating, organizing, and distributing enrollment and new student orientation reference material and information
- Working collaboratively with academic and administrative departments to develop a strategy for online learning and technology enhanced courses
- Performing other duties as assigned

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Master of Science in Yoga Therapy continued (2 of 2)

Qualifications

Required:

- Bachelor's degree
- Minimum of two years of experience working in an administrative position
- Intermediate skill and proficiency with Microsoft Office
- 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
- Highly developed interpersonal skills

Preferred:

- Higher education work experience
- Alignment with the University's mission and values

To apply: Interested individuals should forward their letter of interest and resume to our Office of Human Enrichment at jobs@muih.edu, referencing "1423 – 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