

JOB LISTING

Program Coordinator Nutrition and Integrative Health

Position Available: 11/01/2014

Posting Date: 10/7/2014

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 Nutrition & Integrative Health 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 support to program leadership
- Collect and collate syllabi, including inputting book data into the Student Information System each trimester
- Maintain a filing and record keeping system for academic materials
- Create course schedules in Excel and input information into the Student Information System
- Reserve rooms and equipment and arrange details for special academic and University events
- Initiate paperwork for new courses and track changes internally; submit changes to course catalog to Marketing department
- Arrange travel and accommodations for out-of-town faculty and guest lecturers
- Manage and track course materials
- Communicate with students, faculty, and staff regarding announcements and other work related matters
- Assist with tracking expenses and monitoring the budget; assist the Director in preparing the yearly budget
- Provide support for program assessment; copy and send student feedback to instructors
- Answer general inquiries
- Attend meetings, record minutes, and prepare action items from meetings
- Order and track inventory of program supplies
- Coordinate faculty (initiate new hire paperwork, confirm teaching assignments, track syllabi, coordinate teaching assistants and guest lecturers)
- Create new course forms, and make changes to internal documents

JOB LISTING

Program Coordinator

Nutrition and Integrative Health continued (2 of 2)

- Support Manager of Experiential Learning in creating clinic calendar, adding clinic to schedule, and ordering name badges for students in Clinic and Practicum
- Prepare materials for open houses
- Plan orientation program, including creating the schedule, reserving rooms, collecting student RSVPs, managing catering for on-campus orientation and preparing materials; Lead session on navigating online systems orientation
- Post job/volunteer opportunities and other materials to Nutrition Community Site
- Create student mail folders
- Support clinic supervisors and faculty in creating and sending form CBNS recommendation letters
- 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 "1440 – 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