

# JOB LISTING

## **Program Director**

### **Health and Wellness Coaching Programs**

**Position Available: 11/01/2014**

**Posting Date: 10/17/2014**

**End Date: Open until filled**

Maryland University of Integrative Health is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners and deliver more than 35,000 clinical treatments and consultations each year.

Maryland University of Integrative Health is seeking a unique individual to serve as Program Director for the Health and Wellness Coaching programs, which includes a Master of Arts degree and a post-baccalaureate certificate. The Program Director will serve as both an administrative and academic leader for these programs and should demonstrate coaching skills which include an observed level of partnership, accountability, empathy, and compassion that is expressed in everyday interactions. The position reports to the Academic Director of Health Philosophy and Promotion is expected to take at least 24 hours per week.

### **Responsibilities/Duties**

The Program Director will:

- Lead, manage, and administer the master's degree and post-baccalaureate certificate in health and wellness coaching
- Be a model International Coaching Federation (ICF) trained coach, holding true to the ICF values and competencies while working with all entities at MUIH and their external partners
- Serve as the content expert for health and wellness coaching issues both internally and externally
- Provide leadership and oversight of the administration and teaching of the health and wellness coaching courses including class scheduling, negotiating course development and teaching agreements, budget management, and program policies
- Ensure the quality of development, teaching, outcomes, and assessment for courses in the health and wellness coaching programs
- Lead academic program reviews as required for accreditation and approval
- Provide support, orientation, and faculty community-building for both the online and on-campus formats of the coaching program
- Hire, coach, develop, and mentor faculty

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## Program Director

### Health and Wellness Coaching Programs continued (2 of 3)

- Participate in student recruitment efforts for health and wellness coaching programs
- Participate in marketing and admissions events on-campus at MUIH, including evenings (live) and synchronous webinars and information sessions
- Co-coordinate marketing and admissions events that involve coaching (e.g., career panels)
- Handle prospective student inquiries and follow-up for coaching program, including coordination with other academic departments
- Ensure that students have an “exceptional student experience” and are receiving appropriate services and advising
- Assist with training and supporting the Health Philosophy and Promotion academic advisor for current coaching students (course selection, scheduling, and registration)
- Ensure that grades from all instructors are handed in on time
- Facilitate student issues related to faculty interactions and other aspects of the student experience
- Coordinate all aspects of MUIH’s relationship with ICF, including maintaining coaching course approval and MUIH program approval by ICF
- Represent the Health Philosophy and Promotion team on internal MUIH committees as coaching point person (e.g., clinic collaboration meeting)
- Work closely with the Academic Director to further the MUIH Health and Wellness Coaching Program, to develop and/or revise as needed to meet market demands, and to allow the program to remain a competitive option among peers both nationally and internationally
- Create strategies for search engine optimization (SEO) and employ tools, techniques, and current best practices for continual improvement
- Perform other duties as assigned

### Qualifications

#### Required:

- Master’s degree in appropriate field
- ICF Coaching Certification (minimum Associate Certified Coach, ACC)
- A minimum of three to five years of coaching experience (post coaching training/education program)
- Experience with personnel management and evaluation, budget management, curriculum development and evaluation, and program development and delivery
- Superior communications skills both oral and written
- Expert ability to manage multiple tasks and set priorities in fast paced environment

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## Program Director

### Health and Wellness Coaching Programs continued (3 of 3)

- Solid ability to exercise a high degree of diplomacy, discretion, and collaboration
- Solid knowledge MS Office suite

Preferred:

- At least 5 years of administrative/program coordination experience
- At least 3 years of instructional experience (teaching and/or training) in higher education or related environments
- Marketing experience and an entrepreneurial orientation
- Ability to effectively balance coaching and administrative skills to support MUIH students, faculty, and staff in ways that provide everyone a collaborative, exceptional experience

**To apply:** Interested individuals should forward their CV/resume, a letter of interest, and the names of four professional references via email to the Office of Human Enrichment at [jobs@muih.edu](mailto:jobs@muih.edu). Please reference "1445 – HWC Program Director" in the subject line of the email.

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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