

JOB LISTING

Program Director Health and Wellness Coaching Programs

Position Available: 08/01/2015

Post Date: 07/10/2015

End Date: 09/10/2015 or 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 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, Health Philosophy and Promotion is expected to take at least 21 hours per week.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Manage and administer the Master's degree and post-baccalaureate certificate in Health and Wellness Coaching including overall strategic planning, budget development, and program review
- Serve as the content expert for health and wellness coaching both internally and externally
- Ensure coaching programs meets the standards set by accrediting bodies and credentialing organizations
- Work closely with the Academic Director to further the MUIH Health and Wellness Coaching programs, develop and/or revise as needed to meet market demands, be responsive to organizational and prospective employers request for competencies needed for effective health coaching, and to allow the program to remain a competitive option among peers both nationally and internationally
- Develop curriculum and ensure consistency in courses offered
- Participate in student recruitment efforts:
 - Conduct on-line synchronous info- sessions and webinars
 - Identify faculty to lead webinars on special topics related to health coaching
 - Participate in marketing and admissions events on-campus at MUIH
 - Respond to prospective student inquiries and follow-up for coaching program, including coordination with other academic departments
- Lead academic program reviews as required for accreditation and approval
- Recruit, hire, develop, and build a cohesive team of coaching faculty

Program Director

Health and Wellness Coaching Programs continued (2 of 2)

- Provide on-going support, orientation, and community-building for both online and on-campus coaching faculty
- Serve as MUIH liaison to National Consortium for the Credentialing of Health and Wellness Coaches (NCCHWC) and the International Coach Federation (ICF)
- Perform other duties as assigned

Qualifications

Required:

- Master's degree or higher in a health related field (PhD, DrPH, MPH, MSN, MSW, MS, etc.)
- A minimum of three to five years of coaching experience and 300 documented hours of coaching practice
- 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
- Proven ability to exercise a high degree of diplomacy, discretion, and collaboration
- Solid knowledge MS Office suite
- Alignment with the University's mission and values

Preferred:

- 5+ years of administrative/program coordination experience
- 3+ years of instructional experience (teaching and/or training) in higher education or related environment
- ICF Coaching Certification (ACC, PCC, MCC)
- 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 a 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, referencing "1526 – HWC Program Director" 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