

JOB LISTING

Teaching Assistant (Online Courses)

Nutrition and Integrative Health

Position Available: Spring 2014

Post Date: 10/07/2013

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 currently conducting a search for teaching assistants for online courses in its popular Nutrition program. Teaching Assistants work with the primary instructor in online courses to sustain a high level of interaction and timely responsiveness to students' discussion items, emails, general questions, and other approaches used in the course to increase collaboration. As subject matter experts, they assist in grading and other academic items.

Currently, we are seeking individuals who could assist in the following Nutrition courses:

- Nutritional Biochemistry
- Macronutrients
- Cooking Labs
- Practice Management
- Redefining Nutrition

Responsibilities/Duties

Responsibilities/duties may vary by course and may include, but are not limited to:

- Being familiar with course content, organization, and assignments and providing explanations to students as needed
- Providing timely responses to postings in discussion groups
- Reviewing weekly assignments using grading rubrics
- Grading course assessments such as exams and papers as first grader with the aid of grading rubrics
- Providing reviewed assessments to primary instructor with comments regarding trends and/or specific grading issues
- Spotting and addressing retention issues
- Answering student emails within 24 hours
- Reviewing student activity daily during the week and at least one day on the weekend
- Referring student to appropriate resources as needed
- Promoting active learning in addition to answering questions

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- Modeling effective online interaction
- Preparing timely for following week's module
- Performing other duties as assigned

Qualifications

Required:

- Minimum of a master's degree related to subjects taught in course
- Strong understanding of the specific course subject matter
- Computer proficiency
- Familiarity with online course delivery
- Good interpersonal skills
- Excellent writing skills
- Attention to detail

Note: Prior to serving in this role, Teaching Assistants are required to complete BP 501 (Best Practices in Online Learning). Teaching Assistants may also be required to complete additional courses in MOODLE.

To apply

Interested individuals should forward a letter of interest (**listing desired course or courses**) and CV/resume to our Office of Human Enrichment at jobs@muih.edu, referencing "1352 – NIH Teaching Assistant" in the subject line of the email.

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. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE.