JOB LISTING

Teaching Assistant (Online Courses)
Health and Wellness Coaching Programs

Position Available: Immediately
Post Date: 01/06/2014
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 currently conducting a search for teaching assistants for online courses in the health and wellness coaching degree programs. 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 a subject matter expert, teaching assistants assist in grading and other academic matters.

Positions are available based on anticipated enrollment in health and wellness coaching degree program courses.

Responsibilities/Duties
Responsibilities/duties will vary by course and may include, but are not limited to:
• Providing timely responses to postings in discussion groups as needed
• 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
• Modeling effective online interaction
• Being familiar with course content, organization, and assignments and explaining it to students as needed
• Preparing timely for following week’s module
• Performing other duties as assigned
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Health and Wellness Coaching Programs continued (2 of 2)

Qualifications
Required:
• Minimum of a master’s degree related to subjects taught in course
• Strong understanding and experience with MUIH’s Foundational Principles and Values
• Strong understanding of the specific course subject matter
• Computer proficiency
• Familiarity with online course delivery
• Good interpersonal skills
• Excellent writing skills
• Attention to detail

Preferred:
• Health and Wellness Coaching Experience/Background

Note: Prior to serving in this role, Teaching Assistants are required to complete online learning instructional modules to prepare for navigating MUIH’s online environment.

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 “1401 – HWC 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.