Teaching Assistant (Online Courses)

Herbal Programs

Position Available:  Immediately
Post Date:  07/12/2013
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 various herbal 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 subject matter experts, they assist in grading and other academic matters.

Positions are available for the following courses:

- HRB 530 Fundamentals of Herbal Medicine
- HRB 533c Medicinal Plants and Culture
- HRB 604 Frequently Used Herbs
- HRB 605c Materia Medica
- HRB 618 Herbs for Home Use
- HRB 620a & b Herbal Therapeutics I & II
- HRB 623 Quality Assessment and Microscopy of Herbal Medicine
- HRB 654b Herbal Pharmacology and Phytochemistry

Responsibilities/Duties

Responsibilities/duties may 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
JOB LISTING

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- 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

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 “1342 – Herbal Programs 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.