

JOB LISTING

Program Coordinator (Temporary) Integrative Health Sciences

Position Available: 08/01/2014

Posting Date: 07/14/2014

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 seeking a diligent and dedicated individual to temporarily provide assistance to the Academic Director of Integrative Health Sciences by providing administrative support in carrying out tasks to ensure smooth delivery of academic courses.

This full-time position is temporary and could last through mid-December. Some evening and weekend work will be required.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Providing general administrative support to program leadership
- Collecting, collating and reviewing syllabi for accuracy and consistency and entering required and recommended texts into the student information system
- Entering and maintaining program data
- Establishing a filing and record keeping system for academic materials
- Assisting with budget management
- Preparing and processing faculty teaching contracts
- Reserving rooms and equipment and arranging details for special academic and institutional events
- Arranging travel and accommodations for out-of-town faculty and guest lecturers
- Managing and tracking course materials; producing memos, letters, emails and other correspondence
- Communicating with students, faculty, and staff regarding announcements and other work related matters
- Tracking program data, such as enrollment and other student data
- Providing support for program assessment—including managing the course evaluation process
- Assuming responsibility for the administration of course schedules for the IHS program
- Attending, recording minutes, and preparing action items from meetings
- Ordering and tracking inventory of program supplies
- Providing coordination for online course sections and the needed teaching assistants
- Performing other duties as assigned

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Program Coordinator (Temporary) Integrative Health Sciences continued (2 of 2)

Qualifications

Required:

- Bachelor's degree
- 2+ years of experience in a busy office environment
- Exceptional communication skills (both written and verbal)
- Strong organizational skills
- Flexibility in adapting to new processes
- Ability to learn new information quickly
- Ability to prioritize and tend multiple projects simultaneously
- Intermediate skill and proficiency with Microsoft Office

Preferred:

- Experience working in an administrative capacity in a college or university
- Knowledge of integrative health and wellness

To apply: Interested individuals should forward a resume with a cover letter that includes desired salary range to our Office of Human Enrichment at jobs@muih.edu, referencing "1426 – Temp Program Coordinator" 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