

Post Date: 11/4/11
End Date: Open until filled
(for best consideration,
apply by 11/21/11)

Tai Sophia Institute

Job Listings

Director, Herbal Medicine Programs

Start Date: January 2012

Founded in 1974, Tai Sophia Institute is a leading center for wellness-based education, client care, and public policy discourse. Accredited by the Middle States Commission on Higher Education, the Institute offers master's degree programs in Acupuncture, Nutrition and Integrative Health, Herbal Medicine, and Transformative Leadership and Social Change; graduate certificates in Chinese Herbs, Health Coaching, Herbal Studies, Medical Herbalism, Transformative Leadership, and Wellness Coaching; as well as community workshops and continuing professional education programs. Moving toward university status, Tai Sophia Institute is developing several new academic programs.

Tai Sophia Institute (www.tai.edu) is conducting a search for a unique individual to serve as the Director of all Herbal Medicine programs. Programs include Post-Baccalaureate Certificates in Herbal Studies and Medical Herbalism, a Master of Science in Therapeutic Herbalism and a Post-Master's Certificate in Clinical Herbalism.

The Director will serve as the academic administrator for the programs. The position reports to the Provost, and the Director will serve as part of the senior program management team that advises the Provost.

Responsibilities for this role include, but are not limited to:

- Faculty selection, evaluation and development;
- Curriculum/course evaluation;
- Curriculum development;
- Budget management;
- Student recruiting and advising;
- Alumni relationship building;
- Academic administration;
- Teaching; and
- Representation of the program in wider forums
- Perform other duties as assigned

Qualifications:

REQUIRED:

- Administrative experience (in any arena) and/or faculty experience in higher education
- Master's degree in this or a related area



**Tai Sophia
Institute**

7750 Montpelier Road
Laurel, MD 20723
Phone: 410-888-9048
Fax: 410-888-9004
www.tai.edu

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. The Institute is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE

Tai Sophia Institute

Job Listings

Director, Herbal Medicine Programs continued

PREFERRED:

- Doctoral degree in a related area
- Experience designing, developing, and/or teaching online courses
- Marketing experience and an entrepreneurial orientation
- Higher education administration experience
- Program implementation experience

Interested candidates should forward their resume, letter of interest, and the names of five professional references via email to Search Committee Chair, Herbal Medicine Programs at jobs@tai.edu.



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