

Job Listings

Post Date: 1/10/12
End Date: Until filled

Herbal Dispensary Compounding Assistant

(Part-time)

Start Date: Immediately

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

The Institute is currently seeking a person to provide assistance in the Herbal Dispensary. Reporting to the Director of the Herbal Dispensary, this position serves the needs of the Institute and customers of the Herbal Dispensary.

This position is part-time, working Friday evenings for approximately 4 hours per week.

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

- Formulating compounds, extracts, teas and powders
- Entering of data into business and labeling software
- Cleaning and maintaining the Dispensary and utensils
- Providing general oversight of student interns
- Keeping client records
- Opening and closing the Dispensary for business
- Receiving and recording of money from sale of products
- Other duties as assigned

Qualifications:

- Graduate or undergraduate degree in Herbal Medicine or related field
- Experience in a pharmacy or chemical research laboratory desired but not required
- Completion of an internship through the Herb Dispensary is highly preferred
- Familiarity with compounding methodology and formulating with "parts" versus percentages
- A foundational understanding of herbs and supplements as a whole.
- Ability to be methodical and procedural and to follow good manufacturing practices (GMPs)



**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

Herbal Dispensary Compounding Assistant continued

- Ability to multi-task
- Excellent interpersonal skills
- Basic office skills, including computer knowledge, file maintenance, and good phone etiquette

In addition to hourly pay, this position comes with employee discounts in the herb dispensary and free attendance at skills training workshops.

Interested individuals should forward a letter of interest and a resume to our Office of Human Enrichment at jobs@tai.edu, referencing "Herbal Dispensary Assistant" in the Subject line of the email.



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