

Tai Sophia Institute

Job Listings

Post Date: 1/13/12
End Date: Until filled

Application review
begins 1/23/12.
For best consideration,
apply by 3/01/12.

Herbal Dispensary Supervisors Chinese Herb Program

Start Date: April 15, 2012

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 Post Baccalaureate Certificate in Chinese Herbs (CHP) is seeking Herb Dispensary Supervisors for the 210-hour clinical component of Tai Sophia Institute's Chinese Herb Certificate Program. Herb Dispensary Supervisors facilitate students' learning in the Herb Dispensary and supervise students engaged in the clinical practice of Chinese herbal medicine.

Each position is part-time and consists of two to six 4-hour clinic shifts monthly

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

- Supervising the Herb Dispensary during CHP clinic hours
- Monitoring student formulas to ensure accurate herb identification and dosage
- Tracking herb sales and supplies
- Managing student formula records
- Ensuring that the policies and procedures of the CHP are followed at all times
- Following Tai Sophia Institute's policies and procedures, health requirements, and occupational safety and health training

Qualifications

REQUIRED:

- Master's Degree (or higher) in Acupuncture or Oriental Medicine or equivalent combination of degree and experience
- Completion of graduate level certificate or degree program for Chinese Herbal medicine or equivalent Chinese herbal training
- Professional demeanor



**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

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Job Listings

Chinese Herb Herbal Dispensary Supervisors continued

PREFERRED:

- Proficient practice/business management skills
- Knowledge of Tai Sophia's CHP program
- Highly developed teaching, interpersonal, and communication skills
- Strong organizational competence

Salary is based on clinical and teaching experience.

Interested individuals should forward a letter of interest and a CV or resume with a list of three references to our Office of Human Enrichment at jobs@tai.edu, referencing "CHP Herbal Dispensary Supervisor" in the Subject line of the email.



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