

Tai Sophia Institute

Job Listings

Post Date: 1/25/12
End Date: Until filled

Program Coordinator Applied Philosophy and Practices Department

(Temporary/Part-time)

Start Date: Mid-February to Early March

Duration: Approximately 10-12 weeks

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.

Tai Sophia Institute is seeking a temporary Program Coordinator to support its busy Applied Philosophy and Practices department. The Program Coordinator assists the Program Director and provides administrative support in completing tasks that ensure smooth delivery of our academic courses. The position is part-time (18-21 hours/week) and is expected to last for approximately 10-12 weeks. Occasional evening and weekend work is required.

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

- Providing general administrative support
- Coordinating the program's presence at Open Houses and planning TLSC and Health and Wellness Coaching Showcases with the admissions team
- Collaborating with the Program Director in the planning and communication of the faculty-led events, activities, and teaching components of the Friday evening gatherings
- Maintaining system to track student progress, additional independent study faculty, and grades through a year or more of independent work
- Updating and maintaining student and faculty contact lists
- Updating changes, maintenance, distribution of syllabi per faculty review
- Maintaining a catalog of Independent Study faculty including resumes, cross-referencing by areas of expertise and student critiques
- Generating, distributing, and processing of adjunct faculty paperwork and contracts



**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

Applied Philosophy Program Coordinator continued

- Overseeing logistical components of the TLSC weekend format such as:
- Room and equipment reservation and room set up
- Agenda and handouts for faculty meetings
- Syllabi and handouts for classes
- Coordinating the hiring of faculty and ensuring proper HR forms are completed and collected in a timely manner
- Drafting, editing, and distributing communication between program administration, students, alumni, adjunct faculty, institutional faculty, staff, community members, and potential partners
- Managing the program reference information, files, directories, and forms on the Tai Sophia Intranet
- Ensuring all student contact information is properly captured in the Student Information System and that all student photos are displayed within their track
- Other duties as assigned

Qualifications

- Bachelor's degree
- 2+ years of experience in a busy office environment
- Experience working in an administrative capacity in a college or university preferred
- 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

Interested individuals should forward a letter of interest (including salary requirements) and resume to our Office of Human Enrichment at jobs@tai.edu, referencing "Position I206" in the Subject line of the email.



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