

JOB LISTING

Team Leader, Academic Advising

Position Available: Immediately

Post Date: 02/26/14

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 (MUIH) is seeking a dedicated individual to serve as Team Leader, Academic Advising. This position assures that the Academic Advisors are proactively managing the student experience of each student in his/her program area(s) by identifying and maintaining a current list of all students in his/her assigned area, maintaining sustained contact with students, assisting students with registration and scheduling, tracking student academic progress in both online and face to face courses, responding to student needs, concerns and challenges as well as working with faculty and staff about issues pertaining to student development generally and with respect to his/her assigned students. The Team Leader, Academic Advising assures consistency and fairness in applying policies and processes that affect students across all academic departments. S/he is responsible for recommending either new or revised academic policies to the Academic Leadership Council and is responsible for the revision of the Student Handbook. This position reports to the Academic Director of the Health Promotion Program for programmatic issues and, in general, to the Assistant Provost for Academic Assessment for guidance regarding institutional advising policy issues, the Student Handbook revisions, and other related advising needs. Due to the diverse scheduling of our programs, evening and weekend work is frequently required.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

Team Leader

- Serving as Team Leader for the student advising function at MUIH
- Recommending and composing new or revised student policies with the academic advisors
- Assuming responsibility for the revisions and maintenance of the Student Handbook in consultation with legal counsel
- Collaborating with all offices within the University for the benefit of the students' needs
- Identifying any additional programming necessary for a successful student experience
- Providing guidance and training to student advisors and others, as appropriate

Advising

- Proactively advising all assigned students (coaching, health promotion, and yoga therapy)
- Assuring substantive and sustained contact with each assigned student at least 2x a trimester
- Assuring students are advised about registration and scheduling of classes each term

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Team Leader, Academic Advising **continued (2 of 3)**

- Maintaining accurate list and contacts with every confirmed, active, leave of absence, and online student
- Identifying each student who may be considering a change in status and providing individualized services to him/her and/or referring to appropriate services
- Identifying and contacting every assigned student who has not logged onto their online course in the last eight days
- Working collaboratively with other advisors to develop appropriate and needed student policies, seeking approvals from Academic Directors or Executive Management Committee, if appropriate, and producing and maintaining an up to date student handbook in consultation with legal counsel
- Identifying and triaging students for needed academic support issues, recommending them to faculty, peer services, online services, staff resources, and Academic Learning Support Center or other appropriate services
- Assisting students in applying the principles of healing presence
- Collaborating with Registrar's office, academic departments, finance, financial aid, and admissions on day to day matters and in administering policy
- Assisting with the development of an institutional orientation program and program specific orientation, as needed
- Overseeing and monitoring student contracts and progress of students who are on probation, academic jeopardy, or suspension
- Preparing individual student action plans, in particular for students going on leave or needing to modify their schedules
- Tracking academic progress of students in assigned programs
- Maintaining student and class advising files in compliance with FERPA
- Tracking and guiding students with Notices of Faculty Concern
- Assisting with grievances and Title IX issues
- Seeking advice from Title IX coordinator, as needed, in order to ensure compliance with Title IX and the Campus SaVE Act, particularly with respect to the student grievance process
- Guiding students through the student grievance process, as needed
- Ensuring parity and equity throughout the student grievance process
- Investigating potential conduct code violations and implement the conducting review policies as appropriate
- Assisting students with ADA needs, coordinating requests, assure reasonable accommodations are provided and serve as the central point of contact for these individuals
- Assuring that students' full development is addressed through referral to appropriate resources
- Participating in CEO Council Student Delegation meetings and other student meetings, as appropriate
- Identifying additional student affairs initiatives to support students
- Facilitating faculty/student discussions as issues arise
- Coordinating workshops and programs with the Academic Learning Support Center to support and educate students and faculty

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- Performing other duties as required

Qualifications

Required:

- Master's degree
- 3-5 years' experience serving as an academic advisor in higher education, including extensive knowledge and experience working with degree requirements, student assessment, student retention, and advising techniques
- Experience working with ADA and Title IX compliance
- Experience managing others
- Ability to balance multiple priorities and provide deliverables within specified timeframes
- Commitment to working with a diverse student body
- Proficiency in the use of MS Office applications
- Demonstrated ability to work effectively with faculty, staff, and administrators
- Ability to appropriately handle confidential information

Preferred:

- Graduate certificate in academic advising or related discipline
- Experience in establishing an advising center (or function) in a post-secondary institution
- Experience supervising academic advisors
- Experience with policy and student handbook development in higher education

To apply

Interested individuals should forward a letter of interest, CV/resume, and a list of three professional references to our Office of Human Enrichment at jobs@muih.edu, referencing "1411 – Academic Advising Team Leader" 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