

Job Listings

Post Date: 11/15/11
End Date: Until filled

Admissions Coordinator

Start Date: Immediately

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, Therapeutic Herbalism, 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 is seeking an Admissions Coordinator who is motivated by achieving success and helping students realize their academic goals. Reporting to the Director of Admissions, the coordinator will serve as the primary ambassador for the Office of Admissions. This position is full-time (35 hours weekly), with some evening and weekend attendance required.

Position responsibilities include, but are not limited to:

- Serving as ambassador and first point of contact for the Admissions Office
- Efficiently evaluating all incoming inquiries and responding effectively
- Providing general administrative support for the admissions team
- Creating and maintaining data records of prospective students and applicants
- Processing applications and application related materials
- Coordinating admissions visits
- Representing the Office at special events as required
- Coordinating post-event follow-up activities
- Assisting Director of Graduate Admissions with special projects
- Other duties as assigned

Qualifications:

REQUIRED:

- Bachelor's degree
- Willingness to embrace the mission and values of Tai Sophia Institute
- Ability and willingness to maintain a positive attitude that will provide a welcoming presence for prospects, applicants, students, and colleagues throughout the Institute



**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

Admissions Coordinator continued

- Excellent verbal, writing, and interpersonal skills for phone, in-person, and electronic communication
- Flexibility in adapting to new processes
- Strong organizational skills
- Ability to prioritize and tend multiple projects simultaneously
- Skill and proficiency with Microsoft Office and information databases

PREFERRED:

- Customer service experience
- Experience working in an administrative support capacity in a college or university

Interested individuals should forward a letter of interest (including desired salary) and resume to our Office of Human Enrichment at jobs@tai.edu, referencing "Position I 128" in the Subject line of the email. No phone calls, please.



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