



Job Title: Education Department Assistant
Hourly Compensation: \$10 - \$13 per hour
Part Time 20-23 Hours per Week
Department: Education, Reports to Dean of Education
Closing Date: Open Until Position Filled

The Ayurvedic Institute is a non-profit 501(c)3 organization that teaches the principles and practices of Ayurveda, the ancient science of life. We provide authentic education in a supportive environment that encourages the integration of Ayurveda by individuals into their daily living and by health care professionals into their clinical practices. The Education Assistant works closely with the Dean of Education, the rest of the Education Department and cross-departmental teams to support the quality of all of our education programs, students, and faculty in a dynamic way.

Job Description

Someone who is a great fit for this role will be someone who enjoys working in an emergent environment (who enjoys having their areas of focus change throughout the week and year as department needs change), is able to adapt to different work styles and priorities, is proactive, creative and able to prioritize tasks, who enjoys being organized and working on the computer, who is flexible and who is service oriented. This person will be engaged in significant partnership and coordination with other people so we are looking for someone with excellent interpersonal skills. It also involves being able to keep track of and coordinate information with great attention to detail so excellent organizational skills are important. The role involves filling in for others on the team when they are out of the office and so may include direct conversations with and a wide variety of people from clients to perspective students. Some examples of responsibilities include:

Essential Duties and Responsibilities

- Creating and tweaking forms and digital records including supporting the creation of electronic databases and files
- Performing research and archival work
- Assisting with room and event set-up
- Supporting operations and administrative flow
- Coordinate calendars
- Engaging in creative projects as they emerge
- Creating documents such as certificates and invoices
- Running errands for supplies, for example, event-related groceries
- Providing administrative support to the Dean and the department as a whole
- Keeping up to date on our programs and services

Projects and duties vary throughout the year and the Education Assistant will receive direction from the Dean of Education, or at the Dean's request, by other members of department.

Qualifications, Education and Experience

The ideal person will have knowledge of and a passion for Ayurveda and The Ayurvedic Institute's mission, experience supporting people in an administrative setting, an orientation towards stewardship and an excitement for and dedication to co-creating experiences which help to contribute to well-being.



This includes great communication skills and an ability to laugh at ourselves. Candidates must be comfortable and proficient with office relevant programs including spreadsheets. Comfort working on a Mac and Mac programs (Pages, Numbers etc.) is very helpful. Candidates must excel in and be excited about working on a team and being in charge of projects and files that need detailed oversight. Candidates will be someone others can trust and with whom they enjoy working. That includes being open, seeing possibilities and being excited about change as we are continually evolving our programs and structures. This position requires occasional evening or weekend work and professional dress.

Application Instructions

Ayurvedic Institute alumni are encouraged to apply. To be considered for this position, email your resume and a cover letter explaining your interest to careers@ayurveda.com. Please include the position title in your email subject line. Thank you!

Thank you for your interest in working at The Ayurvedic Institute!