

Saint Michael's College Job Description

Job Title: Pre-Health Advisor

Department: Boucher Career Education Center

Supervisor or Manager: Director of Career Education

Date Created: 02.14.2022

Last Revised: 04.22.2022

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Summary:

The **Pre-Health Advisor** will serve as advisor, facilitator, and liaison of students, employers/community partners, alumni/ae, and faculty. This position is responsible for creating physical and virtual communities that educate our students on trends and issues in their chosen areas, providing knowledge that can help them achieve a competitive edge, and generating internship, patient-contact, and employment opportunities. This role coaches students and alumni one-on-one, manages employer relations within the pre-health fields, initiates student/employer programming, facilitates networking events and other related events, and is ready to plan events that are in-person or virtual, frequently implementing a hybrid approach, and may be outside typical work hours. The Advisor is relatable for students and alumni, able to create strong working relationships with employers, an organized event planner, and a lifelong learner maintaining their professional development within the field. Additionally, the successful Advisor sees the value of cultural, ethnic, gender, and other individual differences in people and helps to create an environment of learning about, valuing, encouraging, and supporting differences.

Major Objectives:

- Provides individual and group pre-health coaching and advising for students and alumni considering a broad range of pre-health careers (allopathic, osteopathic, dental, veterinary, and related clinical health careers) in-person and virtually
- Communicates with prospective students and families via email, by phone, and at admission events about process and particulars of pre-health preparation at Saint Michael's College
- Designs and conducts pre-health related programs, panels, workshops, and events

Essential Duties and Responsibilities:

- Leads the Pre-Health Advisory Committee and writes formalized institutional letters reflecting committee assessments in support of students and alumni
- Services existing articulation agreements and establish new articulation agreements with graduate health programs
- Supports identification of and outreach with employer partners in both the public and private sectors for both internships and full-time opportunities
- Coaches, counsels, and advises students on issues regarding choosing a major, career development, and graduate school advising as well as development of job search strategies specific and directed to their chosen career path
- Holds membership in the National Association of Advisors for the Health Professions and attends local and national pre-health advising conferences and workshops to stay informed in current and future trends in pre-health advising
- Provides expertise in cover letter and résumé development and revision, job and internship search strategies, interviewing proficiency, networking skills, and other personal branding
- Provides expertise in navigating the virtual interviewing, hiring, and working world
- Conducts, critiques, and provides feedback for students through practice interviews
- Works with faculty and staff to optimize academic and experiential preparation of pre-health students
- Coordinates campus visits with employers and graduate programs in the assigned industry areas and builds events and programs to benefit employers and students
- Develops and maintains relationships with assigned faculty partners/departments/programs
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals
- Demonstrates willingness to learn more about the social construction of race and racism in the United States, including how race provides systems of advantage and disadvantage

- Has the ability to reflect on one's own racial identity and how it has shaped one's own life experiences

Secondary Responsibilities:

- Ensures students, faculty, and administrators are informed on current trends and best practices in health professions preparation and admissions
- Tracks the application success rates, professional development, and employment status of alumni
- Advises or co-advises student organizations affiliated with pre-health fields
- Assists in writing and/or editing informational and publicity materials related to tasks above

Positions Supervised:

- Possible on-campus student employees

Major Contacts:

- Current undergraduate students
- Alumni/ae
- Boucher Career Education Center staff
- Prospective employers and internship hosts
- Faculty and staff of the College particularly related to pre-health
- Families of students and prospective students and their families

Demonstrates Excellence:

- Actively listens and communicates effectively with strong verbal and written communication skills
- Acts as a versatile team player who thrives on student and alumni interaction and excels in relationship-building
- Possesses strong organizational skills with excellent follow-through ability
- Develops solid relationships with prospective employers and internship sites
- Has a rich understanding of liberal arts and what such an education and institution embodies
- Possesses polished and professional presentation skills as well as an enthusiastic approach to presenting

Education and Work Experience:

- Advanced degree or equivalent combination of education and experience, centered around the disciplines of Pre-Health, Career Education, Higher Education/Student Affairs, Education fields

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required
- Strategic planning skills

Language and Literacy Skills:

- Reads and interprets a wide range of information to small and large groups
- Effectively manages meetings
- Represents the institution to audiences, often through speaking
- Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Familiarity with Handshake and other career services technology highly desirable
- Familiarity with platforms related to volunteer management and mentoring highly desirable
- Familiarity with database management highly desirable
- Familiarity with virtual meeting technology desired
- Familiarity with social media desired

Licenses, Certifications and Other Requirements:

- MBTI and/or CliftonStrengths Certification highly desirable
- Bachelor's degree required, Master's degree preferred

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Pre-Health Advisor, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Some evening and weekend hours required for specific workshops or events

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.