

Class Code:.....0540
Position #: (PSA)(NE).....8847
Developed by:.....LD
Reviewed by:.....SG
Approved by:.....LK
Date:.....9/15

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Pre-health Professions

DIVISION: Academic Affairs (Honors Program)

REPORTS TO: Director, Honors Program

GRADE: 12

SUPERVISES: n/a

BASIC FUNCTION:

From within the University Honors Program, provide leadership for the campus-wide pre-health professions program, coordinate activities of the Health Professions Advisory Committee including drafting of letters, and serve as the institutional representative to graduate health professions programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct extended interviews with students transitioning to application phase of their pre-professional plan (e.g. juniors through alumni). Mentor students regarding their readiness, the timing of their pre-health application, and how to navigate the application process.

Chair the Health Professions Advisory Committee (HPAC) which evaluates and provides support to students planning to seek admission to medical, dental, podiatry, optometry, or physician assistant programs. Recruit and train faculty to serve as committee members. Coordinate the HPAC process, including electronic application materials; collection of letters of recommendation and transcripts; and setting up group and individual interviews. Review and provide feedback to candidates on their applications. Write holistic committee letters of evaluation for all HPAC-endorsed candidates to health professional schools. Prepare electronic packet for each candidate and upload to common applications systems. Provide guidance and support to HPAC candidates regarding interviews, offers, traffic rules, et cetera. Establish and cultivate relationship with admission deans/ directors at health professions schools.

Oversee the nomination process for sophomore applicants to the URI-Brown Early Identification Program and the Johnson & Wales Physician Assistant Early Identification Program and serve as liaison to partner institutions.

Build a spirit of community among the pre-health professions cohort through regular programming and communications. Communicate extensively and efficiently with students by email individually as an advising tool and collectively via listserv/e-newsletters regarding opportunities, programmatic details, and special events. Improve and maintain website as an advising and recruitment tool.

Select, train and supervise pre-health professions student ambassadors. Develop advising relationship with pre-health clubs and student organizations on campus.

Collect, maintain and analyze data pertaining to the admission of students and alumni to health professional schools. Prepare annual report on activities of the Pre-health Professions Advising Program including outcomes of candidates who participate in the HPAC process. Stay up to date on trends and changes in graduate health professions education and stay current with each application system (i.e. allopathic, osteopathic, dental, optometry, physician assistant, podiatry.) Educate HPAC members and others in the campus community on current trends in health and medical education.

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As a representative of the university, maintain active membership and participate in professional development opportunities of the National Association of Advisors for the Health Professions (NAAHP) and the Northeast Association of Advisors to the Health Professions (NEAAHP).

Identify and promote special opportunities, both campus-based and external, for pre-health professions students, especially those programs whose mission is to increase the number of students from underrepresented groups in the medical profession. Offer guidance and feedback on revisions to applicants.

Collaborate with departments, faculty advisors, staff and various administrators on campus to help them understand the unique academic requirements of students interested in graduate health professions, in addition to general education and major requirements.

Participate in university outreach and recruitment events. Make presentations and prepare handouts for prospective students, parents, transfer students, post-baccalaureate students, community college staff and students, guidance counselors, university admissions staff, other key academic departments.

Revise academic advising sheets as needed and with input from HPAC members and departments.

OTHER DUTIES AND RESPONSIBILITIES:

Develop programming to enhance awareness and knowledge of various health professions fields; make arrangements for external speakers as needed.

Develop innovative new approaches to enhance pre-health professions advising programming (e.g. test preparation, clinical shadowing/ internships, alumni mentoring network). Explore ways to utilize learning communities and the freshman seminar to enhance pre-health professions advising. Encourage faculty to design course content of high relevance/ interest to the pre-health professions cohort. Collaborate with the Center for Career and Experiential Education in programmatic efforts promoting health careers.

Prepare letters of support for students applying to summer programs, as well as other post-baccalaureate opportunities.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Excel, Microsoft Word, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree and three (3) or more years' experience in a pre-health professions advising role with specific experience advising students through the application process; demonstrated exceptional undergraduate advising and mentorship skills; demonstrated excellent organizational and time management skills; demonstrated excellent interpersonal and public relations skills; demonstrated experience developing, administering and presenting programs, seminars and workshops; demonstrated sensitivity to cultural differences and the ability to relate effectively with a diverse student population. 7. Demonstrated ability to handle multiple work priorities; demonstrated leadership experience and a vision/passion for continuous improvement in program development in the best interest of undergraduates; demonstrated proficient writing skills and experience drafting committee letters (or other institutional letters of endorsement.); demonstrated ability to collaborate with others, to identify and achieve shared goals; demonstrated proficiency and experience using technology and social media as an outreach and advising tool; demonstrated ability to stay abreast with a high volume and wide array of complex information, policies and procedures; demonstrated experience with Excel, Microsoft Word, etc.

PREFERRED: Demonstrated experience in establishing new partnerships with external organizations; demonstrated experience in creating partnerships with and working creatively and effectively with broad constituencies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.