

Class Code:.....1208
Position: (PSA).....(E)
Developed by:.....AV
Reviewed by:.....DLJ
Approved by:.....
Date:.....11/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Advisor, Pre-Health Professions Program Sciences

DIVISION: Academic Affairs (CELS)

REPORTS TO: Assistant Dean, CELS and Assistant Director in Honors in Pre-Health Program and Chair of Health Professions Advisory Committee

GRADE: 10

SUPERVISES: Support staff, student workers, advising interns

BASIC FUNCTION:

Provide academic advising and pre-professional programming to pre-health profession students, including all University College pre-health profession designated students and all pre-health profession undergraduate students in the College of the Environment and Life Sciences (CELS). In conjunction with the Assistant Director in Honors for Pre-Health Professions, coordinate and implement outreach and programming for pre-health students and recent alumni, including workshops, information sessions, lectures, and admission officer visits. Assist the Chair of the Health Professions Advisory Committee (HPAC) as needed with document collection, interviewing, and letter-writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as University College advisor for pre-health students.

Assist with course selection/registration.

Ensure that pre-health students receive proper advising during freshman orientation; are made aware of programming offered by the Pre-Health Professions Advising Program (workshops, speakers, student groups, and other special opportunities); are correctly coded as pre-health in Starfish and other relevant student information systems; are informed of the diversity of health careers and are directed to the academic track most appropriate for each student's individual goals and objectives.

Serve as academic advisor to all pre-health CELS undergraduate students, including pre-auditing for general education and major requirements.

Oversee URI-PT early contingency program for CELS majors.

As needed, provide instruction for pre-health URI 101 sections for freshmen.

Work with the Assistant Director for Pre-Health Professions in the Honors Program on advising, programming, and outreach for all URI pre-Health professions students.

Assist with overall program administration, including data collection and management.

Maintain the program web site and social media.

Support pre-health student groups.

Keep electronic and paper files organized.

Assist the Health Professions Advisory Committee in identifying promising students for the Brown Early Identification Program, pre-health scholarships, and for URI's articulation agreement with the Johnson and Wales Physician Assistant Program.

Assist the Health Professions Advisory Committee in drafting and/or editing informational materials for students as well as letters of recommendation from HPAC.

Assist the Health Professions Advisory Committee in evaluating candidates who come before HPAC.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, word processing, database management and spreadsheet software, student records systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree and five years of relevant work experience in counseling and/or advising college students or Master's degree and two years' experience (full or part time work as graduate student included) in advising and/or counseling services; Demonstrated ability to work with diverse groups/populations; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in writing skills; and, Demonstrated experience developing and presenting workshops.

PREFERRED: Master's degree in counseling-related field, educational administration, science, or health related field; Demonstrated knowledge of undergraduate science curriculum; Demonstrated ability to

prioritize and handle multiple work environments; and, Demonstrated ability to work collaboratively.

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