

PROFESSIONAL POSITION DESCRIPTION

Position Title: Prehealth Advisor
Division: Corporate Engagement
Department: Career & Employment Hub
Location: Office on Portland campus with expectation of work/service in Portland, Gorham and LAC
Schedule: Regular, full time, with nights and weekends as required
Reports to: Director, Career & Employment Hub

STATEMENT OF THE JOB:

The Prehealth Advisor provides career planning services, including individual and group career consultation for undergraduates and graduates in various stages of the career planning process for entering healthcare professions such as medicine, dentistry, physical therapy, and biomedical/biotech research. Manages design and delivery of pre-health-related career development workshops, seminars, and programs. Advises and assists students with the application process for medical and professional schools in the health professions.

The Prehealth Advisor's work is guided by USM's Service Promise and Values:

Student Focused Every Day

Respect & Care

Integrity

Equity

Responsiveness

The University of Southern Maine is committed to developing a diverse faculty, staff, and student body. It embraces an inclusive campus community that values the expression of differences in ways that promote excellence in teaching, learning, personal development, and institutional success. Our Office of Equity, Inclusion and Community Impact supports the University of Southern Maine's DEIA and Community Impact focused departments, committees, groups, projects, training, and events. USM encourages women, veterans, individuals with disabilities, and people from diverse racial, ethnic, and cultural backgrounds to apply.

ESSENTIAL FUNCTIONS:

- Provide career and job search consultation to all undergraduate, graduate students and alumni interested in entering healthcare professions such as medicine, dentistry, physical therapy, biomedical/biotech research, etc.
- Consultations on choice of a major and health related careers.
- Internship/job search skill strategies including resume and cover letter writing, conducting mock interviews, and graduate school advising.
- Advise and consult with students on preparing themselves to compete for admission to medical and professional schools in the health professions.
- Assist students with the application process including letters of recommendation, personal statements, and interviews.
- Collaborate with faculty and professional staff to deliver workshops, classroom presentations and special events.

- Incorporates outreach to health organizations that provide services to underserved populations.
- Works with academic departments to identify opportunities for underserved populations.
- Work with diverse student groups, such as Melanin in Medicine, to support their community connections and career readiness support.
- Keep current on information regarding the health professions admissions process and trends, maintain records, interface with faculty, update website with relevant information, and coordinate health professions events.
- Represent Health Professions/ Pre-med in admissions and new student programs, such as Open Houses, Admitted Student Days and Orientation events.
- Assist with marketing and the organization of Career Center events and outreach.
- Advise and assist with health professions related student organizations.
- Develop and establish professional working relationships with relevant faculty, staff and members of the employment community to promote educational programs and employment opportunities for University students and alumni, in particular healthcare organizations and biomedical organizations.
- Participate in professional organizations. Engage in professional development activities to maintain current knowledge of employment, industry, and admissions trends.
- Works effectively and cooperatively with department members.
- Supervise and coordinate implementation of special projects/programs to meet the career development and job search needs of our prehealth students.
- Establish and coordinate prehealth professions committee of faculty and staff to support cross campus coordination.
- Additional duties as reasonably assigned.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:*

- Work on federally funded projects.

SUPERVISORY RESPONSIBILITIES:

- Possible mentorship of student employees

BUDGET RESPONSIBILITIES:

- Work within Career & Employment Hub departmental budget

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

INTERNAL AND EXTERNAL CONTACTS:

Internal: Faculty, Students, Department Staff, Professional Advising, Admissions

External: State-wide business partners, Graduate Programs Alumni, Professional Associations, Local Government Partners

KNOWLEDGE, SKILLS, AND ABILITIES:

- Attain proficiency with of the concepts, principles, and practices of career counseling and development
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships
- Ability to interpret academic program requirements and provide advice
- Ability to prioritize, organize, and perform multiple work assignments simultaneously

- Ability to utilize problem solving skills
- Knowledge of and ability to interpret and apply related federal, state and local laws, ordinances, rules and regulations
- Knowledge of and ability to apply related University and System policies, procedures, principles and practices
- Knowledge of applicable computer applications and basic computer functions
- Knowledge of career counseling tools and resources

QUALIFICATIONS:

Required:

- Bachelor's degree (or commensurate international degree) with 3 years of experience in Higher Ed, Career Advising, Human Resources, Job Placement or Similar experience or a comparable combination of post high school education and experience

Preferred:

- Master's Degree or enrolled in Master's Program

****NOTE:*** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

For Human Resources Use

Date Approved:	3/7/23
Date Revised:	3/7/23
Job Family:	7918
Salary Band:	03
Unit:	UMPSA
CUPA code:	412100
Employee:	TBD
Position #:	00025490
Ratings:	K4, S4, I4, C3, WE2, SP1, FR1
Points:	750