Pre-Health Ambassador
Office of Pre-Health Advising

Fall 2023

Duties/Responsibilities:

- Provide support to the Office of Pre-Health Advising with specific projects and student workshops and events. The Ambassador will work closely with the Director and Pre-Health Advisor.
- Outreach to individual students, student clubs, and the campus community about pre-health advising resources such as information sessions, workshops, and virtual learning opportunities. Provide staffing support at Open House, iFairs, and other campus events.
- Create new Instagram content via Canva promote OPHA events, resources, etc.
- Collect and synthesize content on financial literacy related to medical and health profession programs.
- With guidance from Director and Pre-Health Advisor, plan and moderate student panel talks on summer opportunities and gap year options.
- Verify OPHA website content such as databases, academic prerequisites, career exploration, etc. Communicate with Director and Pre-Health Advisor any areas that require edits.
- Complete Oxy’s Bengal Bus training and serve as an approved student driver for off-campus trips.
- Perform other duties as assigned

PREFERRED QUALIFICATIONS:

- You have received a Work Study Financial Aid Award
- You are a pre-health student
- You have experience using MS Word, PowerPoint, Excel, Google Suite, Canva and Handshake (basic proficiency required)
- You possess strong communication skills – writing and public speaking
- You can demonstrate evidence of leadership, dependability, initiative, and good time-management, and attention to detail
- Approved Oxy Bengal Bus Driver

Start date: 08/29/2023
End date: 04/28/2024
Work Schedule: Weekday 9am-4pm; Preferably Tue/Thursdays and some evenings
Hours Per Week: 6-8 hours
Starting pay rate: $16.78
To apply, please submit student employment application to Kat Wang katwang@oxy.edu