Summary of Duties, Responsibilities and Goals

The Office of Pre-Health Advising (OPHA) serves students and alumni of Occidental College pursuing professional graduate education and careers in the field of medicine. The Director of the OPHA reports to Associate Dean of the College and oversees the operation of the OPHA.

The successful candidate will be able to build on the existing strengths of the office within an urban liberal arts college and provide advising for students from diverse backgrounds who want to enter health related fields. The Director serves as the pre-medical advisor for students pursuing a degree in allopathic (MD) or osteopathic (DO) medicine. The director also supervises and works closely with the Pre-health advisor in providing advising for allied health fields outside MD or DO programs (e.g. veterinary, dental, physician’s assistant, etc.). The Director is expected to maintain a thorough knowledge of admissions requirements and preparation for all specialties within the field of health professions.

As part of the activities of the office, the Director takes the lead in developing and implementing all OPHA workshops, identifying relevant opportunities, developing and maintaining external professional networks. The ideal candidate will also be able to develop and grow mutually beneficial partnerships with health professions organizations in Los Angeles. The Director additionally works with the student organization and the faculty to develop student awareness, encourage engagement and provide academic advising support.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Provide individual counseling/advisement to all pre-health students and graduates on a daily basis in individual meetings, and by email, Skype, and phone. Discussion topics include: clarifying of academic and professional goals, identifying and evaluating personal goals and values, developing personal long- and short-term strategies, making a successful transition to college life, recommending academic preparation for graduate programs for health professions, taking standardized tests, identifying and applying for appropriate research and volunteer opportunities, special summer programs, application process and timeline for various clinically/medically related graduate programs.

2. Collaborate with various partners on and off campus to build outreach programs and structures to encourage and support underrepresented students to explore and enter health professions.

3. Develop and present pre-health workshops and seminars in coordination with the Pre-Health Advisor. Examples include: Information sessions for prospective and admitted students (pre-frosh), Frosh Orientation, Applying to Medical School, Exploring Allied Health fields, Interviewing Techniques, Information and Orientation sessions for Oxy-CHLA (Children’s Hospital Los
Angeles) clinical observership program, Writing Personal Statement workshops, Seminars with Deans and Directors of graduate programs.

4. Review pre-health students’ progress as needed: academic performance, activities on and off campus such as volunteering or research, determine the level of individual student’s motivation and interest in medicine.

5. Write letters of recommendation as appropriate for applicants to medical, dental, veterinary, pharmacy and other allied health programs, summer research programs, special summer programs for underrepresented pre-health students.

6. Review and critique students’ applications to professional graduate schools in the health sciences.

7. Conduct mock interviews for applicants (students and alums) to various programs.

8. Create and maintain opportunities for pre-health students for clinical shadowing, volunteering or research.

9. Ongoing professional development and keep up to date on professional standards, including going to conferences, webinars, listservs, and networking with other Pre-Health Directors. Maintain up-to-date information and knowledge of all health professions.

10. Membership in national and local Pre-Health professional associations such as NAAHP, WAAHP.

11. Advise and guide the Pre-Health Association (student group) and participate in their monthly meetings and other related activities, approve proposed projects and advise E-Board.

12. Build strong relationships with Deans and Directors of Admissions from various professional graduate programs. Facilitate information sessions with visiting admissions representatives.

13. Coordinate visits with alumni and other community partners that are in training or practicing in Health Professions.

14. Provide advising sessions to prospective students and parents through personal meetings, e-mails and phone.

15. Collaborate/partner/liaise with other offices on campus: Admissions, Alumni Relations, Public Health (community outreach and engagement projects, public health internships), Career Development Center, Athletics, Multicultural Summer Institute, Intercultural Community Center.

16. Develop and maintain pre-health website.

17. Collect, analyze, provide data and generate reports for internal and external constituents: Oxy administration, Children’s Hospital, Los Angeles (CHLA) medical education leadership, etc.

18. Provide data to the Health Professions Advisory Committee (faculty committee) and work closely with the committee to support student development.

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**Qualifications**

1) Possess at least a Master’s degree. Degree or coursework in education, counseling, educational psychology or college student services preferred.

2) Have at least 5 years experience in advising pre-health college students.

3) Have strong office computing skills including proficiency with Microsoft Office Suite and Google Drive Software, and data collection and analysis.

4) Excellent oral and written communications skills.

5) Excellent organizational skills; efficiency- and detail-oriented.

6) Strong presentation and workshop facilitation skills.

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**Application Instructions**

1) Cover letter and CV

2) Statement of Pre-Health Advising philosophy including:
   a) Vision for creating opportunities for a diverse student body in a liberal arts setting
b) Developing and maintaining strong external professional networks in Pre-Health professions and examples of previous experiences

3) List of references (at least 3; letters will be requested upon advancement of candidacy)

Position will be open until filled, application review will begin immediately, with preference for applications received by Dec. 15. Application materials should be sent to Patty Micciche micciche@oxy.edu and resumes@oxy.edu

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.