



Pre-Health Advising Ambassador

Academic Affairs

Fall 2020

Duties/Responsibilities:

Summary: If you are interested in working with the Office of Pre-Health Advising; helping pre-health students and alumni; and running the OPHA Instagram--then this is the job for you.

Assist the Office of Pre-Health Advising with all aspects of our operations

- Verify, Maintain and update OPHA website content such as OXY OPHA databases, Student Stories, Scholarship Opportunities, Academic Prerequisites, etc.
- Create graphic images such as event posters, advising tips, programming calendar using Canva and promote them on Instagram
- Outreach to students and campus community about pre-health advising resources such as information sessions, workshops, and virtual learning opportunities
- Perform other duties as assigned

Position Requirements/Preferences (Specific computer skills/software; course completion, dress requirements, etc.):

PREFERED QUALIFICATIONS:

- You have received a Work Study Financial Aid Award
- You are a new first-year pre-health student who has attended a pre-health event
- 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 attention to detail

Work Schedule: The Assistant will be scheduled to work remotely up to eight (8) hours per week, and need to be available a minimum of two (2) consecutive hours, Monday – Friday between 10:00 am – 12:00 pm, 1:00 pm – 3:00 pm, and 3:00 pm – 5:00 pm, at least four (4) times a week

Start date: September 21, 2020

End date: November 15, 2020

Hours Per Week: 8 hours

Starting pay rate: \$15.00

To apply, please submit student employment [application](#) to mwang2@oxy.edu