



Peer Advisor

Office of Pre-Health Advising

Fall 2021

Duties/Responsibilities:

Overview

The newly designed student peer advisor role will serve as an ambassador for the Office of Pre-Health Advising and a liaison for the pre-health community. We are looking for a committed pre-health student to run our Instagram account with creative content, to lead first-year pre-health students as a mentor, and to promote pre-health resources. You will receive training from the pre-health advising team and the career service team.

Peer Advising

- Provides 10-minute in person, drop-in advising for pre-health students during two lunch/early afternoon periods (1 hour each) per week outside on the HCC patio
- Connects students to the appropriate OPHA staff for advising

Marketing

- Create content (e.g. image, GIF, or video) for Instagram for pre-health workshops, panel speaker events, advising tips, programming calendars, alumni stories, etc.
- Research, repost and promote external pre-health events such as virtual conferences, virtual shadowing, and virtual workshops on Instagram
- Research job, clinical and volunteer opportunities weekly and send to the Digest Editor for approval. Update online database as needed.

Program Assistance

- Assist with on-campus event set-up/clean-up
- Assist with tabling event on campus
- Assist with creating drop-in advising appointments and follow-up surveys through Handshake
- All student workers are expected to do basic office work, such as answering phones, greeting students, visitors and alumni, provide referrals, and help with different tasks on as needed basis

Qualifications:

- Must be on the pre-med or health profession track
- Work study preferred.
- Appropriate office attire required.
- Some experience on campus preferred.
- Familiar with Microsoft, Google Suite, Canva (Graphic Design), TikTok, and Instagram
- Must be available during lunch/early periods twice per week
- Must be available to work for at least 8 hours per week

- A fast learner, flexible, not afraid of receiving feedback, open to new ideas, comfortable with ad-hock projects, great customer service, strong communication skills, able to commit to at least a year

Start date: 09/06/2021

End date: 05/16/2021

Work Schedule: M-F. hours between 10am-5pm to be set. Not to exceed 8 hours per week.

Hours Per Week: 8 hours

Starting pay rate: \$15/hour

Application Material:

1-page resume and 1-page essay answering the following three questions: What resource does the OPHA provide for pre-health students? What are medical school prerequisites? How can Oxy students find research, volunteer or clinical opportunities?

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

