



## Peer Advisor

### *Office of Pre-Health Advising*

#### *Fall 2022*

#### **Duties/Responsibilities:**

##### **Overview**

The 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 lead first-year pre-health scholars as a mentor, distribute MCAT test prep resources, and to promote pre-health advising programs. You will receive training from the pre-health advising team and the career services team.

##### **Peer Mentorship**

- Provide 10-minute drop-in advising for first and second-year pre-health students during advising weeks
- Co-develop and present pre-health workshops (e.g., pre-health 101, getting summer experiences) for aspiring pre-health students, in partnership with the Residential Education team
- Curate digital and physical MCAT test prep material and coordinate resources for students who request access
- Mentor first-year pre-health scholar cohort and/or the OXY-Huntington Preceptorship cohort

##### **Marketing**

- Create Instagram take-over (e.g. image or video) to share peer advising tips
- Research job, clinical and volunteer opportunities weekly and send them to the Digest Editor for approval. Update online database as needed.

##### **Program Assistance**

- Assist with on-campus events (Academic Fair, iFair, Open House, Pre-health Celebration Dinner) tabling and set-up/clean-up
- All student workers at the HCC are expected to do basic office work, such as answering phones, greeting students, visitors and alumni, providing referrals, and helping with different tasks on as needed basis

#### **Qualifications:**

- Must be on the pre-med or health profession track
- Work study preferred
- Appropriate office attire. Pre-health polo is available for loan and a T-shirt will be given.
- Familiar with Microsoft, Google Suite, Canva (Graphic Design), TikTok, and Instagram
- Must be available to work for 8 hours per week
- A fast learner and a self-starter, comfortable with ad-hoc projects, great customer service, strong communication skills, able to commit to at least a year (Aug '22 - April '23)

**Start date:** 08/29/2022

**End date:** 04/28/2023

**Work Schedule:** M-F. hours between 10am-5pm. Availability on some nights and weekends for special events.

**Hours Per Week:** 8 hours

**Starting pay rate:** \$16.04/hour

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

