

Director of Pre-Health Advising
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=239322>

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Posted Jul. 11, 2024, set to expire Nov. 10, 2024

Job Title Director of Pre-Health Advising

Department Office of Academic Innovation and Faculty Affairs

Institution Stevens Institute of Technology

Hoboken, New Jersey

Date Posted Jul. 11, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Academic Unit

Enrollment Management/Registrar

Alumni Relations

Academic Advising

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Pre-Health-Advising_RQ28217

Apply By Email

Job Description

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The Director of Pre-Health Advising at Stevens Institute of Technology manages the Pre-Health program at Stevens which consists of a diverse population of students interested in pursuing acceptance into health profession school which includes medical school, dental school, pharmacy school, veterinary school, physician assistant, physical therapy, optometry, and podiatry. The Director engages this growing interdisciplinary community of over 150 students, which includes recruiting, advising, and supporting the students in their academic studies at Stevens and their preparation and

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application for professional schools in health-related fields. The Director assesses program effectiveness, develops innovative initiatives to prepare pre-health students for their future career path, advances efforts to support underrepresented students pursuing health professions careers, coordinates professional development events, actively seeks and curates opportunities for pre-health students, and actively advertises the program. The Director will report to the Vice Provost for Academic Innovation and Faculty Affairs.

Stevens Institute of Technology seeks an experienced, innovative educator to serve as Director for Pre-Health Advising with duties as detailed below:

Student Advising and Support (45 %)

- Provide high quality advising to pre-health students and alumni to prepare for desired health profession school including guidance on course selection, study plans, minors, graduate certificates, clinical and research experiences, entrance exam testing, application preparation, letters of recommendation and interview resources. Facilitate individual and group advising models.
- Inform students on various healthcare career options and ensure students are aware of alternative career paths.
- Organize and deliver relevant workshops and events to engage and educate focusing on critical areas such as entrance exam preparation (MCAT, DAT, etc.)
- Provide informational resources and communicate with students through various methods including internal Canvas site, Instagram and weekly email bulletins
- Track students involved in the program, monitoring their progress, and manage the Prehealth Advisory Program in Workday
- Support and advise the prehealth student organizations in collaboration with the Faculty Chair of HPAC: Stevens Health Professions Club and Stevens Alpha Epsilon Delta Chapter, the pre-health honor society.

Manage the Health Professions Advisory Committee (HPAC) Process (10%)

- In cooperation with the Faculty Chair of HPAC, lead the HPAC committee which includes faculty and staff across Stevens who support students.
- Direct the Stevens HPAC process for students during the application cycle, leading to a committee letter packet for each applicant.
- Lead all required steps in the HPAC process, including, identifying and guiding students and alumni throughout the application process, arranging individual counseling, advising and planning sessions (CAPS) meetings between students and HPAC committee, drafting and supervising the

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composition and submission of approximately 25 and growing committee letters annually.

- Keep updated records of current students and alumni including application data and enrollment data. Share outcome reports annually with community.

Student Recruiting (10%)

- Work closely with the Division of Enrollment Management to actively recruit pre-health students with the goal of significantly increasing the number of students in the program.
- Expand Stevens's Accelerated BS/MD program and assist in developing a current BS/DDS program and investigate other joint degree opportunities.
- Participate in and lead recruitment events, information sessions, and orientations for prospective and new students interested in pre-health.
- Maintain an external website and create communications to holistically describe the Pre-Health program.

Student Experiences (10%)

- Expand Stevens academic and summer clinical and shadowing experiences for students and include various health profession areas.
- Partner with offices at Stevens to share and disseminate internal and external summer internship/research positions for Stevens students that will strengthen their professional school applications, and assist students to apply to these opportunities.
- Develop relationships with area health providers and professionals to create clinical experience opportunities.

Alumni networking (10%)

- Outreach to alumni and create a formal network of Stevens graduates who are serving in health professions and will support current Stevens students.

Prehealth Resource (10 %)

- Serve as a campus expert and resource to students, faculty, academic advisors, and staff on medical and health professions programs. Stay updated on current trends and practices and join relevant organizations, such as the National Association of Advisors for the Health Professions.
- Partner with Deans, Department Chairs, faculty, academic advisors and staff to better support students and provide information regarding pre-health topics and current trends.
- Outreach to medical and health professions schools, and other internal and external partners and organizations.

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- Perform Other Duties as assigned (5 %)

Qualifications:

- Master's Degree in Higher Education, STEM or related field required. Preferred: A Doctorate Degree in Higher Education, STEM or Health Professions (MD, DO, DMD, DPT, DVM, etc.)
- At least 8 years of progressive experience in a higher education environment. A minimum of 5 years of advising experience, with at least 2 years of health careers advising.
- Ability to work with a wide range of students with different academic backgrounds and skills in a supportive manner.
- Strong written and oral communication skills and the ability to manage multiple tasks simultaneously.
- Self-motivation and ability to work independently.
- Experience with curating relevant pre-health internships, shadowing experiences, and research opportunities that will help Stevens students become successful applicants to health profession schools
- Demonstrated experience in writing letters of recommendation.

Department

Office of Academic Innovation and Faculty Affairs

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

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Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact