

## **POSITION ANNOUNCEMENT**

Director, Preprofessional Health Advising Office  
College of Sciences  
San Diego State University

The Director of Preprofessional Health is a full-time, twelve-month, non-tenure track temporary faculty position reporting to the Dean of the College of Sciences, with supervision from the College of Sciences Director of Advising. The Health Professions Advising Office (“HPAO”) supports a community of interprofessional pre-health students as they prepare to apply to graduate health professions schools and programs. HPAO services are available to students in any major and to alumni.

Using a developmental advising model, HPAO supports students as they explore career options, plan and complete pre-requisite coursework, and gain community and clinical experience in preparation for applying to programs in medicine, dentistry, pharmacy, optometry, physician assistant studies, or veterinary medicine. Students are guided from initial healthcare career exploration through the professional school application process.

The candidate must have credentials and/or experience in advising within a science or health-related field and be knowledgeable about entrance requirements for medical, dental, veterinary, and allied health training programs. The Preprofessional Health Director would work as a member of the College of Sciences Student Success Center team to coordinate the academic and career advising for the Preprofessional and Allied Health students, support existing programs, assess future needs, and help to define College goals in the Preprofessional and Allied Health Fields. This position requires excellent written and oral communication as well as effective skills dealing with students, program directors, advising offices, and department chairs and advisors within the College of Sciences. Candidates with experience in and/or commitment to working in a multicultural environment with large numbers of students of diverse backgrounds and learning styles are desired. A Bachelor’s Degree in a scientific or health-related discipline is required, a Masters Degree is preferred.

**RESPONSIBILITIES** include but are not limited to:

- Providing regular and on-going individual and group advising for pre-health students about health professions specific requirements, academic and extracurricular
- Stay apprised of changes in health professions requirements and processes to ensure up-to-date information

- Collaborate with department advisors (COS and beyond) and other student support entities (CoS SSC, EOP, Athletics...) to provide information about health professions requirements to ensure accurate information and inclusion, particularly of groups underrepresented in medicine and other health professions
- Provide introductory health professions information sessions and relevant workshops and presentations for students preparing for and applying to health professions schools/programs
- Provide relevant campus presentations as requested
- Work with the CoS SSC admin team to recruit, select, and provide on-going training, and evaluation for HPAO peer mentors.
- Coordinate the application review process to include dissemination of information about the application process and deadlines, group meetings, faculty/professional staff recruitment to serve as reviewers, scheduling of individual application review meetings
- Serve as faculty of record and supervise selected student class coordinators for relevant one-unit health professions exploratory classes BIOL 249 Careers in Health Professions, BIOL 250A Topics in Medicine, BIOL 250C Topics in Veterinary Medicine and BIOL 340A Preventive Dentistry and 340B Preventive Dentistry Lead
- Work with CoS SSC admin team to develop and maintain relevant HPAO web content and monitor social media for the office (Facebook and Instagram)
- Select, train, supervise, mentor advising assistant(s) through their one-year appointment as HPAO staff
- Develop and maintain relationships with health professions schools/programs admissions personnel and other relevant organizations, e.g., military Health Professions Scholarship Programs
- Ensure and report accurate information and data tracking for all HPAO activities and disseminate information to the COS, CHHS and the broader University community
- Pursue relevant professional development opportunities, e.g., NAAHP and WAAHP
- Seek funding opportunities for HPAO and HPAO activities.

In addition, the Director would:

- Work with the College of Sciences underrepresented student programs office to coordinate efforts for advising students participating in undergraduate health career training programs;
- Attend regular planning meetings of the College of Sciences Student Success Center Administrative team;

- Participate in other activities and programs as directed by the Director of Advising.

Review of applications will begin on September 1st, 2019 and continue until the position is filled.

Applicants must submit: (1) a letter of application that describes their qualifications and background, (2), a curriculum vita, (3) a description of advising experience and counseling philosophy, and (4) names and contact information for three professional references. Send a single PDF file to Marisa Reynoso:

[mreynoso@sdsu.edu](mailto:mreynoso@sdsu.edu). Contact Director of Advising Emilio Ulloa with any questions: [emilio.ulloa@sdsu.edu](mailto:emilio.ulloa@sdsu.edu)

Salary is commensurate with experience.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SDSU is a Title IX, equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.