MISCELLANEOUS WAGE HPA/HPEC ASSISTANT
Deadline for applications: November 1, 2019

This miscellaneous wage employee serves as both a health professions advisor (HPA) in the Center for Health Profession Studies and the Administrative Assistant to the Chair of the Health Professions Evaluation Committee (HPEC), a University Committee composed of University faculty, local physicians, dentists, and other healthcare professionals. This committee evaluates the credentials of prospective UD students (current and recent graduates) seeking medical/dental school admission through formal interviews and assessment of the students’ dossiers – which includes academic transcripts (overall GPA, major GPA, and math/science GPA), letters of recommendation, shadowing/volunteering statements, and the student’s personal essay. HPEC, chaired by a faculty member appointed by the Office of the Provost, meets yearly in June as an institutional committee to make decisions and recommendations in writing that are provided to students and then placed in their dossiers as part of an institutional “Committee Letter” of recommendation. As an HPA, this position will provide pre-health profession advisement not only to UD students but also on occasion to students enrolled at other in-state institutions.

MAJOR DUTIES AND RESPONSIBILITIES

- Enhance HPEC relationships with current students across campus as well as hosting information sessions for prospective students.
- Coordinate and support the HPEC.
- Work with Career Development, Study Abroad and academic departments to coordinate shadowing, volunteer experiences, internships, and experiential learning opportunities.
- Develop strategic individual and group coaching workshops concerning core competencies expected of premedical/dental students.
- Coordinate a comprehensive student HPEC interview process and evaluation schedule for students pursuing health profession programs of study in medicine.
- Advise students about all aspects of healthcare careers including pre-requisite courses, standardized admissions tests (MCAT, DAT, OAT, GRE, etc.), co-curricular recommendations, and admission requirements.
- Serve as a resource for other academic advisors on campus
- Attend local/regional/national meetings for health profession advisors

DESIRED PROFILE OF A HPA/HPEC ASSISTANT

- A Bachelor’s degree from an accredited institution of higher education or its experiential equivalent.
- Candidates with a degree in counseling, higher education, or related field are preferred.
- Experience in health professions/academic advising, including counseling, educational programming, working with faculty and admissions representatives, and administrative responsibilities is preferred.
- Experience with health profession admissions or an equivalent setting providing career placement activities is preferred.
• Knowledge of the AACOMAS/AMCAS/AADSAS application process, preparation and decision-making related to medical/dental schools is preferred.
• Possess strong initiative, with the ability to work independently and as part of a team is necessary.
• Ability to maintain confidentiality of records and information is essential.
• Ability to maintain a flexible work schedule as needed is necessary.

**Job Type:** Miscellaneous Wage Employee  
**Work Schedule:** Tentatively M-F 10am-4pm  
**Hours/week:** 25-30 hours in peak periods (fall/spring semesters)

**To apply:** send cover letter and resume with 2 or 3 reference contacts to Laura Pawlowski, ljp@udel.edu. In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability to work.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)