



## St. Louis College of Pharmacy | Community Standards and Education

<b>Title of Position:</b>	First Year Student & Undergraduate Health Professions Support
<b>Contact:</b>	Sarah Klucker Director of Community Standards and Education sarah.klucker@stlcop.edu
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	10 Months (August 2020-May 2021) Possibility for Summer Employment
<b>Average Number of Hours per Week:</b>	20
<b>Position Requirements:</b>	May require work on weekends and evenings
<b>Salary:</b>	Minimum \$600/month
<b>Additional Benefits:</b>	On-Campus Housing Limited Meal Stipend On-Campus Parking

**Position Description:** St. Louis College of Pharmacy (STLCOP) is a small, private college that prepares students for expert practice and leadership in pharmacy and health professions careers. STLCOP is the third-oldest and 10th-largest college of pharmacy in America. Located in the Central West End neighborhood of St. Louis, MO, in the Washington University Medical Campus, one of the nation's preeminent biomedical complexes, STLCOP is easily accessible by bus and MetroLink. The Office of Community Standards and Education at STLCOP strives to provide support for first year students as they transition to the College. Additionally, the Health Professions Advisory Committee counsels and prepares students as they begin their journey toward a health career. The recent development of new undergraduate majors in biomedical science, pharmaceutical chemistry, medical humanities, global health and pharmaceutical sciences has translated into greater possibilities for our students. With an increase in possibilities has come a greater need for program development and advising support for new first year students as they enter these programs, and for all undergraduate students tracking into health professions degrees. The Graduate Assistant for First Year Student & Undergraduate Health Professions Support position is a 20-hour per week on campus commitment, with approximately 50% of time dedicated toward First Year Student programs, and 50% of time dedicated toward Undergraduate Health Professions support. The position would work to support summer orientation, week of welcome, and the Foundations of Learning course, and enhance the health professions support options available for students at STLCOP, including Program Development, Mentoring, Academic Coaching, etc. The graduate assistant will have dual reporting to the Undergraduate Health Professions Advisor and the Director of Community Standards and Education.

### **RESPONSIBILITIES:**

- Facilitate and arrange for development activities for students including practice MCAT or DAT exams, mock interviews, etc
- Plan informational programming and discussions for current students featuring alumni, admissions officers and faculty from professional schools, and practitioners in the health professions
- Develop programming to strengthen students' applications and personal essays in collaboration with the Writing Center
- Develop and promote appropriate internship, externship, observer program, and other experiential learning opportunities for students in health sciences majors

- Assist with the development of an Introduction to Health Care course for high school students attending the BESt Summer Pharmacy Institute (optional)
- Support the Director of Community Standards and Education in all aspects of new student orientation, week of welcome, and Foundations of Learning
- Assist with the planning, implementation, and evaluation of First Year Orientation Programs and a First Year Seminar course experience
- Assist with establishing a team dynamic for students, faculty and staff involved in the First Year Experience programs
- Assist in the review and development of new projects and programs which may include:
  - Incentive Grant funding
  - Student Athlete Orientation
  - Learning Communities/FIGs related to law/policy; wellness
  - Develop content and programming for education around student rights and responsibilities
- Attend weekly supervision meeting
- Attend all Division of Student Affairs weekly meetings and retreats
- Collaboration with other departments as appropriate
- Participate in professional development opportunities as available
- Other duties as assigned
- Serve in administrative on-call rotation, providing after-hours emergency response to the residential community
- Consistently enforce College and residence hall regulations through confrontation, counseling, education, and role modeling appropriate behavior.

**Required Qualifications:**

1. Bachelor's degree

**Preferred Qualifications:**

1. Experience with first-year programs and/or health sciences majors preferred.