Advisor for Advanced Education in the Health Professions

Department: Science Division

Reports to: The Director of the Center for Advanced Education in the Health Professions

Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago’s northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University’s core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its faculty and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, People of Color regardless of gender.

Position Summary/Purpose:

• Support the vision and values of North Park University (NPU).
• Advance the mission of NPU to prepare students for lives of significance and service by guiding students who seek the health professions.
• Contribute to programs designed to facilitate the success of NPU students interested in the health professions.
• Act as the source of information for students interested in exploring the health professions.
• Assist NPU students in the health professions graduate school application process.
• Maintain close relationships with faculty as collaborators in advising students and developing programs.

Essential Responsibilities:

Inform and Recruit NPU Applicants Interested in the Health Professions
• Collaborate with the Director of the Center for Advanced Education in the Health Professions to develop and maintain marketing material for NPU applicants; support the recruitment of students interested in a health profession.
• Participate in NPU’s open houses for applicants and orientation events.

**Facilitate Student Success**
• Act as a second advisor for students interested in the health professions in collaboration with the primary academic department adviser.
• Establish ongoing relationships with students interested in the health professions.
• Maintain and distribute planning guides for students interested in the health professions.
• Coordinate the work of the “Pre-Professional Committee” including the process of interviews, application review, and creation of a composite letter of recommendation for pre-med, pre-vet, pre-dental, and pre-optometry students.
• Develop a working knowledge of graduate programs for the health professions across the country.

**Engage Regional and National Resources**
• Guide students on tours of Chicago-area schools offering health graduate programs.
• Develop a strong network, including professional relationships with local and regional graduate schools in the health professions.
• Actively engage the resources of the National Association of Advisors for the health professions.

**Engage the NPU Community**
• Work with the Director of the Center for Advanced Education in the Health Professions to continually update the relevant sections of the NPU website.
• Engage the students through a variety of methods (e.g.: open meetings, guest speakers, newsletters, posters).
• Collaborate with the School of Nursing and Health Sciences to ensure clear communication to students.

**Collaborate and Coordinate NPU Programs**
• Co-Advise the student interest groups for the health professions (e.g.: Pre-Dental, Pre-Pharmacy, American Medical Student Association); assist students in applications for grants supporting the activities of these groups.

**Essential Qualifications:**
• Bachelor’s degree or higher in a relevant field required.
• Experience in advising students.
• Skill in interacting with students both individually and in groups.
• Excellent written and oral communication skills.
• Project management and organizational skills.
• Ability to work independently.
• Ability to articulate a personal commitment to North Park’s mission of Christian higher education.
Other Qualifications

- Broad understanding of employment in all the health professions.
- Familiarity with assessment tools commonly used in career counseling (e.g., strength and interest inventories).
- Ability to drive a NPU passenger van.
- Availability to work some evenings and weekends.

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.