



**Position Title:** Meharry Public Health Director

**Reports To:** Chair, Division of Natural and Mathematical Sciences

**Department:** Division of Natural and Mathematical Sciences

**Classification:** Full-time, Salary Exempt, Grant-funded, 12-months, Benefits Eligible

## **POSITION OVERVIEW**

The Director of the Meharry Public Health Program will develop (and expand existing) materials and programming that give students in STEM professions options and information related to a portfolio of experiences that make them stand out candidates for top graduate programs and professional positions. This position will also play an integral role in specialized academic advising, counseling, and programmatic guidance for students considering STEM professions.

## **DUTIES AND RESPONSIBILITIES**

- Advising students on the application process for STEM and Pre-Health professional programs
- Conducting virtual and in-person meetings to inform students about STEM majors
- Regularly participating in professional development activities and creative endeavors
- Responsible for attending industry conferences, seminars, and webinars to stay current with any changes to the application process for health professions programs
- Assists in the recruitment of STEM and Pre-Health students, to include representing the programs at campus-partnered events and meeting prospective students
- Assists in the planning and execution of activities and events for STEM and Pre-Health students.
- Coordinates and schedules mock interviews for pre-professional and graduate STEM programs.
- Collects and reports academic program and student testing data
- Planning program events and representing the LeMoyne-Owen programs to various partners to include professional schools, graduate schools, and employers

## **MINIMUM QUALIFICATIONS**

- Master's degree from an accredited institution of higher education
- Experience interacting directly with undergraduate students, faculty, and administrators in a college environment
- Demonstrated strength in written and verbal communication skills
- Demonstrated ability to work independently and as part of a team
- Consistent high quality customer service demonstrated

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of higher education and advising theories including developmental advising
- Knowledge of mentoring undergraduate students and student leaders
- Skill in social media technologies and etiquette
- Skill in Microsoft Office Suite, ZOOM and other applications
- Ability to work with diverse populations including students, faculty, and staff
- Ability to work independently and collaboratively
- Ability to work efficiently in a fast-paced environment
- Ability to work flexible hours
- Ability to self-manage and receive supervision
- Ability to be dependable and reliable
- Ability to set and hold advertised hours

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**