

HSU Sponsored Programs Foundation Job Announcement

This is not a state position.

Job Title: Pre-Professional Medical and Biomedical Science Internship and Opportunities Coordinator

Wage and position: \$18.00-20.00 per hour, depending on experience and qualifications. This is a 0.75 Non-Exempt position which offers a competitive benefits package including group health, dental, vision, and retirement after one year.

Preferred start date: May 1, 2021.

Location: Humboldt State University

Hours: Full Time 30 hours/week - 15 month grant funded position.

Project Name: HHMI 2017 IE (N04593)

Supervisor: Nievita Bueno Watts

Position Summary: This position aims to grow internship, research, and related opportunities for HSU students interested in pursuing biomedical science research and professions. The Internship and Opportunities Coordinator will work under the direction of Supervisor Dr Nievita Bueno Watts, INRSEP+ STEM Director, and closely with Dr. Jianmin Zhong, Professor of Microbiology and PreMedical Advisor. The job will require additional collaboration with the Chair of the Department of Biological Sciences, the Humboldt Del Norte Medical Society, and Center for Community Based Learning (CCBL). <https://ccbl.humboldt.edu/community-partners>

The goals of this position are: 1) to build new connections with Humboldt County and other medical providers which result in student internship and other opportunities in the preprofessional medical and biomedical sciences 2) to connect HSU students interested in the preprofessional medical and biomedical sciences to these internship and research opportunities, 3) to develop and institute a system of longitudinal documentation for pre professional medical and biomedical student placements 4) to gather data to evaluate potential for growth in medical career educational pathways in Humboldt County at Humboldt State University

<https://biosci.humboldt.edu/programs/pre-professional>

Essential Job Functions: ***percentages will shift as project progresses***

Community: Outreach and Relationship building (~30%)***

- Develop new relationships and community partnerships for pre-professional and medically-focused student placement

- Serve as a point of contact between medical community and HSU pre-professional and medically-focused programs
- Create and distribute advertising materials and publicity
- Develop and coordinate campus events and activities that showcase student projects
- Develop and coordinate community events and activities that showcase student work

Internships and opportunities: Identify, formalize and document internship, shadowing, and research opportunities for HSU students interested in the preprofessional and biomedical sciences (~30%)***

- Create an inventory of host sites, mentors, and contacts in the local Humboldt/Del Norte Medical Community, throughout California, and nationally.
- Develop a system for locating, securing, promoting, and placing students in medically related internship, research, and graduate opportunities to support student progress through the following pre-professional and medically-focused areas:
 - Pre-medical (with Dr. Jianmin Zhong)
 - Biomedical research
 - Biotechnology
 - Pre-Veterinary
 - Other health related areas as assigned
- Work with host sites to create, approve (w/ Center for CCBL) and document internship, research, and shadowing opportunities for HSU pre-professional and medically-focused students

Students: recruitment/placement/documentation (~30%)***

- Work with INRESP Director to recruit and place pre-professional and medically-focused students in internships, research, and shadowing opportunities
- Develop and facilitate application process for placement
- Develop and maintain a system for documenting HSU pre-professional and medically-focused student research, internship, and shadowing hours in anticipation of graduate program placements
- Manage and support a small caseload (n<20) of INRSEP students from populations underrepresented in the medical sciences interested in pre-professional and medically-focused careers

Programs: Evaluate potential for growth and other duties (~10%)***

- Collect and compile information on HSU pre-professional and medically-focused programs for the purpose of projecting future growth
- Other duties as Assigned

This is not a remote position. While we are currently working from home due to COVID-19 restrictions, this employee will be required to work from their INRSEP office after those restrictions have been lifted.

Minimum Qualifications: knowledge, special skills, and abilities required: Bachelor's degree and 1-year professional experience (preferably in biomedically related fields). Must have interest in providing information and assistance in an educational setting, preferably to college students. Must demonstrate the ability to interpret and apply regulations, policies, and procedures; must be able to communicate effectively with a diverse population both verbally and in writing.

Preferred Qualifications: Preference for experience in helping students from a diverse range of cultural and economic backgrounds, and have knowledge of issues confronting underrepresented, low-income, or

first-generation college students. Professional or volunteer experience in a clinical setting and/or research laboratory. Fluency in Spanish is desirable. Prefer prior experience in coordinating, leading, or supervising the work of others. Development and maintenance of spreadsheet or database for longitudinal data tracking a plus.

Application Instructions: To apply, please submit the following to Dr. Nievita Bueno Watts @ Nievita.Bueno.Watts@humboldt.edu

1. Cover letter
2. Resume
3. References
4. [HSU SPF Employee Information Form for Applicants](#)

Initial Application Review Date: April 12, 2021

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or call the SPF Front Office at (707) 826-4189.