

Cal Poly Humboldt
Sponsored Programs Foundation (SPF)

Job Announcement

This is not a state position.

Job Title: Graduate Student Workforce Navigator

Wage: \$28-\$33 per hour depending on experience; this is a Non-Exempt, 12-month position. For eligible positions, the job offers a competitive benefits package, including group health, dental, vision, and retirement (after one year of service with 1,000 hours in that year).

Project Name: K-16 Redwood Initiative

This position will report to the Cal Poly Humboldt Director of Academic Advising and work specifically with students to navigate their potential for graduate school and career pathways requiring a graduate degree in the health field. Assist with the workforce resources needed to enter the career pathway after attainment of a bachelor's degree.

The Graduate Student Workforce Navigator at Cal Poly Humboldt will be responsible for providing and/or coordinating both academic and career advising to college students who aspire to pursue careers in healthcare that require advanced education beyond the bachelor's degree. This role is vital in guiding and supporting students through the complex and competitive process of gaining admission to healthcare programs and achieving success in their chosen pathway including navigating pre-requisite requirements for grad-schools, gaining hands-on experience, connecting with faculty and other resources. This position will work closely with partners in the Indian Natural Resource Science and Engineering Program (INRSEP), The Cultural Centers for Academic Excellence (CCAEE), The Career Development Center, Academic Departments, Academic Advisors, local professionals and organizations, and other relevant partners.

Key Responsibilities:

- Provide individual and group advising sessions to help students select the appropriate coursework, majors, and extracurricular activities that align with their healthcare career goals.
- Provide information on prerequisites, admission requirements, and standardized tests (MCAT, DAT, GRE, etc.) for healthcare programs.
- Monitor students' academic progress and offer guidance on course registration and scheduling.
- Establish a committee that will guide students through the application process for healthcare programs, including personal statement and resume reviews, interview preparation, and letters of recommendation.

- Stay current on admission trends, policies, and requirements for healthcare programs.
- Work with the pre-health committee to organize and conduct workshops, seminars, and information sessions to educate students about various healthcare professions, admission processes, and professional development opportunities directly with local professionals.
- Establish and maintain connections with healthcare professionals, alumni, and organizations to provide students with networking opportunities and access to relevant resources.
- Keep a database of relevant internships, shadowing experiences, and research opportunities for pre-health students as part of their educational pathway.
- Maintain accurate records of student advising interactions and track student outcomes, such as admission to healthcare programs and career placements.
- Collaborate with other academic advisors, faculty, and staff to ensure a seamless academic and career advising experience for pre-health students. Key partners include key academic departments, INRSEP, and the Career Development Center.

Minimum Qualifications

- Bachelor's degree in a related field (e.g., Counseling, Higher Education, Health Sciences, or a relevant discipline).
- Demonstrated knowledge of healthcare professions and the associated admission processes.
- Strong communication and interpersonal skills.
- Excellent organizational and time management abilities.
- Familiarity with academic advising software and tools.
- Commitment to promoting diversity, equity, and inclusion among pre-health students.

Preferred Qualifications:

- Master's degree in a related field (e.g., Counseling, Higher Education, Health Sciences, or a relevant discipline).
- Experience in academic advising, particularly for pre-health students.
- Familiarity with healthcare-related research and experiential learning opportunities.
- Knowledge of standardized tests and admission requirements for various healthcare programs.
- Knowledge of peoplesoft, DARS and degree planners
- Knowledge of educational pathways

Possible Outcomes discussed are students who graduate with a degree placed in workforce pathways and career readiness, graduate school recruitment for additional credentials in healthcare and education, recruitment or referrals from the schools for graduate degree pathways and/or upscaling teachers, upscaling healthcare recent graduates directing them to internships.

In addition, work with the area schools in educating the region on the possibility of upscaling education in the healthcare industry and other educational pathways.

Application Instructions: To apply submit 1) Resume, 2) Cover Letter, 3) three professional References, along with 4) the [SPF Self-Identification Form for Job Applicants](#) to Aubrey Emmons at age16@humboldt.edu

Application Review Date: Initial review January 15th, 2024; position open until filled

Cal Poly Humboldt 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 Cal Poly Humboldt 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 contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.