



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position: H04540**

**Date: 01.12.23**

## **PART-TIME POSITION ANNOUNCEMENT**

**TITLE OF POSITION/RANK:**

Program Pre-Health Advisor  
(Part-Time/Non-Benefited; 19 hours per week)

**DEPARTMENT:**

Fordham School of Professional and Continuing Studies  
Rose Hill, Lincoln Center, and Westchester Campuses

**RESPONSIBILITIES:**

- Provides support for the Committee on Health Professions (CHP) process, which includes scheduling student committee interviews, assisting with workshops, assisting with documentation, and providing guidance and support for the students
- Provides support for the onboarding and academic success of potential and current students from inquiry through enrollment and registration.
- Provides support to PCS science faculty on all 3 campuses including proctoring make-up exams and other administrative support based on faculty requests.
- Assists with events, such as medical school visits, New Student Orientations, and Information Sessions

**QUALIFICATIONS:**

- Master's Degree
- Three years of progressive experience in academe and/or professional setting
- Experience in higher education in administrative or faculty roles.
- Demonstrated ability and experience in student advising and academic support.
- Demonstrated ability to apply a culturally responsive and flexible approach that is supportive to the diverse needs of PCS students and faculty.
- Experience with post baccalaureate program administration, STEM course areas, and/or pre-health student advising is preferred.

**SALARY:**

Hourly Rate  
Commensurate with experience.

**FLSA CATEGORY:**

Non-exempt

**START DATE:**

ASAP

**SEND LETTER AND RESUME TO:**

Dr. Laura Bigaouette  
[lbigaouette@fordham.edu](mailto:lbigaouette@fordham.edu)

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