ACADEMIC SERVICES, BRANDEIS UNIVERSITY
GRADUATE INTERNSHIP – PRE-HEALTH ADVISING

Brandeis University
Characterized by academic excellence since its founding in 1948, Brandeis is one of the youngest private research universities, as well as the only nonsectarian Jewish-sponsored college or university in the country. Named for the late Justice Louis Dembitz Brandeis of the U.S. Supreme Court, Brandeis University combines the faculty and resources of a world-class research institution with the intimacy and personal attention of a small liberal arts college.

Brandeis supports an innovative and exciting program of learning that emphasizes an interdisciplinary approach to knowledge and the solution of real-life problems. Brandeis is ranked in the top tier of the nation’s universities. Our graduates depart to pursue careers in a wide array of fields, and advanced studies in the nation’s leading graduate and professional schools.

Description
Pre-Health Professions Advising is a dynamic mix of academic, career, and co-curricular advising aimed at helping students clarify and reach their professional goals. This includes individually advising students, providing resources, and coordinating events that will enable students to recognize the diverse career opportunities in the health professions, and to become strong candidates for their chosen health professions schools. The Graduate Intern will gain experience in a wide variety of professional roles, including: career services, academic advising, alumni relations, and admissions. There will also be the option to continue through the summer as a committee letter writer for students applying to health professions programs through the Premed Board Process.

Major Duties of the Position
1. Alumni Outreach – Support alumni outreach in collaboration with Hiatt Career Center staff using existing platforms (Linked In, Handshake).
2. Programming – Host one student information session and one alumni panel each per semester.
3. Website design – Aid in website redesign using Cascade. (Training provided).
4. Provide administrative and admissions support for Brandeis’ Post-Baccalaureate Premedical Program.

Qualifications
• A Bachelor degree is required.
• Knowledge of higher education advising and the health professions.
• Excellent interpersonal, communication, and project management skills.
• Strong technology skills, including Microsoft Word, Microsoft Excel and FileMaker Pro.

Hours /Remuneration
• $15/hour, 10 hours/week for spring semester, with option to continue in summer.

Contact/Application
Submit a cover letter and resume to: Kate Stutz
Director of Pre-Health Advising
stutz@brandeis.edu