

OCPD Healthcare Professional Development & Mentorship Program

Career Outreach Peer Job Description

- **Location:** 90% remote, with 4 mandatory one-hour in-person bimonthly Career Carnival shifts quarterly at Parnassus Student Food Market (*flexible scheduling available between 3:30 - 6:15 pm*).
 - **Hourly Rate:** \$30/hour
 - **Time Commitment:** 5 hours/wk, July-May, flexible around academic obligations.
 - **Program Duration:** August through May, with the possibility of an extension each year.
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Program Overview: *Get paid to help yourself and others in your community!*

The Healthcare Professional Development & Mentorship Program provides individualized professional development and mentorship to work-study students employed as Career Outreach Peers with our team. We invite one promising first or second-year student from each health professional program (dentistry, medicine, nursing, pharmacy, and physical therapy) to join a new cohort annually as budgetary resources allow.

Role Responsibilities

Outreach (60%)

Career Carnival (10%):

- Staff OCPD's Career Carnival Outreach bi-monthly outreach event at the Parnassus Student Food Market (*4 one-hour mandatory shifts per quarter with flexibility for clinical training commitments*)

Newsletter Production (40%):

- Write, co-edit, and art-direct a [monthly student career-focused newsletter for your population](#) by rotating through Lead and Content Editor roles within your Career Peer team
- Meet team newsletter and resource draft deadlines and coordinate effectively with team members

Operations Support Committees (10%):

- Take turns chairing and implementing initiatives from interprofessional operations support committees, (i.e. social media, recognition, feedback, training, social or mentorship committees, etc.)
- Conduct professional development needs student focus groups research for your populations to inform resource development

Professional Development Projects (40%)

- Create resources that align with the program's goals and your career interests by actively engaging in your own professional development and documenting key career insights for future students.
 - *For instance, share your experiences in career exploration, mentorship, networking, and application development by creating online resources like: career preparation timelines, informational interview guides, "Top X Tips" [videos](#), [animations](#) or social media content*
- Learn how to conduct quarterly informational interviews with senior professionals to help strengthen professional communication and community-building skills

- Transform informational interviews with senior professionals into varied media formats ([Youtube videos](#), *podcasts, social media content, etc.*) for inclusion into the newsletter as relevant
- Hone your professionalism skills by attending regular monthly check-ins prepared to actively engage with updates, thoughtful growth mindset questions and learn how to confidently solicit and implement supervisor feedback to build your professional and project management skills

Program Expectations

Program participation will be evaluated semiannually in three key areas:

- **Professional Communication & Accountability:** Meeting deadlines, proactive scheduling, clear communication with supervisors
- **Leadership & Teamwork:** Active participation in team planning, communication, and coordination, constructive feedback exchange, supporting teammates
- **Initiative & Engagement:** Learning how to prepare, self-advocate, and engage in professional meetings, asking thoughtful follow-up questions, receiving and implementing feedback

Benefits Beyond the Paycheck

- Structured career development and planning training and mentorship
- Personalized professional communication, feedback, and leadership coaching
- Professional development online resources created can be listed as publications on your CV

Role Requirements:

- Work-study eligibility (*students must proactively have this verified by Financial Aid prior to applying*)
- Evidence of strong writing and teamwork skills
- Availability for bi-monthly Career Carnival 1-hour shifts
- Demonstrated organization and time management skills
- Proven accountability and communication skills

Preferred Skills & Interests:

- Achievement-driven curiosity and adaptability
- Aptitude for independently learning and using new technology and developing creative engaging written/media content
- Demonstrated interest in mentoring, outreach, and community building

Application Details:

- Applications for first-year students open in the summer. Open until filled.
- To apply, use the QR code below to fill out our Qualtrics application.
- Then email Anna.Reeves@ucsf.edu and Sarah.Tanase@ucsf.edu to let us know that you have completed your application. *It's ok to follow up within 1-2 weeks if you haven't heard back from us as well, we all get busy* 😊

