

Sr Director, Postbaccalaureate Health Professions Preparation Program - SILICON VALLEY

Location: Silicon Valley

Job ID: 52779

JOB POSTING

Our campus is located in Santa Clara, CA, the Heart of Silicon Valley. We like to say that it's here where the next generation of innovation is born.

Do you have a track record of:

- * Inspiring and attracting prospective donors, allies to become engaged with a program?
- * Partnership development, relationship building and collaboration?
- * Strategic business planning, analysis and problem-solving?
- * Evaluating risks and opportunities that lead to strategic goals and financial outcomes?
- * Developing and implementing outreach and meeting fundraising goals ?

If you answered "YES" or "ABSOLUTELY YES" to the questions above, the Sr Director, Postbaccalaureate Health Professions Preparation Program may be the position for you.

Note: This is a hybrid remote position, located in the South Bay Area region.

NO VISA SPONSORSHIP IS AVAILABLE FOR THIS POSITION.

NOTIFICATIONS

UC Vaccination Policy: With limited exceptions, <https://news.ucsc.edu/2021/07/systemwide-vaccination-policy.html><https://news.ucsc.edu/2021/07/systemwide-vaccination-policy.html><https://news.ucsc.edu/2021/07/systemwide-vaccination-policy.html><https://news.ucsc.edu/2021/07/systemwide-vaccination-policy.html> for Covered Individuals under the Policy. Covered Individuals include all employees, students, or trainees who physically access a University facility or program in connection with their employment, appointment, or education/training.

Covered Individuals do NOT include employees who work 100% remotely with NO expectation that they will physically access any University location or program at ANY time. If 100% remote work ends, the employee is subject to policy.

INITIAL REVIEW DATE (IRD)

UC Santa Cruz staff jobs are posted until filled. Application materials submitted by 11:59 pm on the IRD will be routed to the hiring unit for consideration. NOTE: Materials submitted after the IRD will be forwarded only at the request of the hiring unit. Submit your materials before the IRD to ensure consideration by the hiring unit.

The IRD for this job is: 05-22-2023

ABOUT UC SANTA CRUZ

UC Santa Cruz is a public university like no other in California, combining the experience of a small, liberal arts college with the depth and rigor of a major research university. It's known as an unconventional place where innovation and experimentation is part of the campus's DNA. That playful, bold spirit still thrives today, all on a campus renowned as among the most beautiful in the world.

DEPARTMENT OVERVIEW

UCSC Extension Silicon Valley's Postbaccalaureate Health Professions Preparation Program is designed for adult learners who are passionate about achieving a career in health care. This accelerated program allows students who have received a Bachelor's degree to complete the courses that most medical and other pre-health programs require. This program provides students with intensive guidance, coaching and support to guide towards a successful admission into a medical/health profession program to embark on a career in medicine.

This Postbacc/Pre-Med program is a pilot project. The pilot launch will include 8-10 high-demand courses which will be delivered using existing course policies. Once we achieve a full cadre of courses, approved and scheduled, we will launch the next phase in the fall of 2023, which will offer a full pre-med certificate program.

The Postbacc/Pre-Med program is a UC Santa Cruz partnership between the Division of Physical and Biological Sciences and UCSC Extension Silicon Valley. The goal of the program is to prepare students for acceptance into medical school and a career in medicine, with a particular focus on underrepresented students in the Monterey, Santa Cruz and Santa Clara areas. These students are likely to return to their communities to practice their profession, thus helping alleviate the growing shortage of health professionals in these areas and California in general. Once this pre-med program is launched, it will be expanded to a variety of health professions, such as nurse practitioners, nurses, physician assistants and other health professions.

A major component of our program is to build a more equitable community within the greater Santa Cruz/Monterey Bay and South San Jose areas, with a focus on recruiting students from underrepresented communities into the post-baccalaureate program so that they can successfully apply to medical school. Although the program isn't solely for students who are underrepresented, we are committed to improving the health status of people who live in our region.

The overall program oversight is by UCSC Extension Silicon Valley and UCSC Physical and Biological Sciences.

Program Oversight of Classes: UCSC Physical and Biological Sciences
Program Administration & Operations: UCSC Extension Silicon Valley

More information can be found here: <https://www.ucsc-extension.edu>

JOB SUMMARY

The Senior Director provides leadership, vision and direction to the Pre-Med/Pre-Health Program(s) and collaborates with academic and administrative departments throughout UCSC. They work with an advisory committee of medical and health professionals that are incorporated in the programming, mentoring, and advising of the program. The Senior Director increases the visibility of UCSC Extension's profile and expand affiliations with medical schools. The Senior Director also contributes to the recruitment of students by identifying promotional, fund-raising and outreach opportunities and developing new student support and experiential learning services that set the program apart from other like-programs.

A major component of the program is building a more equitable community within the greater Santa Cruz/Monterey Bay and South San Jose areas, with a focus on recruiting students from underrepresented communities into the post-baccalaureate program so that they can successfully apply to medical school. Although the program isn't solely for students who are underrepresented, the position requires a commitment to improving the health status of people who live in the region.

APPOINTMENT INFORMATION

Budgeted Salary: \$110,000 - \$120,000 / Annually. Salary commensurate with skills, qualifications and experience.

Under California law, the University of California, Santa Cruz is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary above the posted range. The salary shown above is the budgeted range the University reasonably expects to pay.

No. of Positions: 1

Benefits Level Eligibility: Full benefits

Schedule Information:

- Full-time, Fixed
- Percentage of Time: 100%, 40 Hours per Week
- Days of the Week: Mon-Fri, occasional nights and weekends

- Shift Includes: Day

Employee Classification: This is a Career appointment

Job End Date: None

Work Location: Silicon Valley (Santa Clara)

Union Representation: Non-Represented

Job Code Classification: 004330 (ACAD PRG MGT OFCR 3)

Travel: Up to 50% of the time

JOB DUTIES

45% - Strategic Development & Administrative Oversight

- Provide strategic vision and high-level program leadership. Design, develop and implement the pre-med program, including but not limited to: overseeing program staff, representing the program at recruiting & outreach events, providing strategic planning, establishing financial goals, developing marketing strategies.
- Oversee and assess the effectiveness of the program and career services offered; pull reports and analyze data for program performance & effectiveness, potential market opportunities and competitive analysis. Maintain continuous improvement processes.
- Collaborate with the UC Postbaccalaureate Consortium and develop relationships with med schools and other networks of postbacc programs and centralized application services, especially for the selection process of candidates from disadvantaged backgrounds.
- Partner with Department Chairs in the Division of Science to recruit and on-board both full-time and adjunct faculty, teaching laboratory staff and teaching assistants; Collaborate with University leadership on advising and mentoring practices/activities.
- Oversee program budget planning, processes, expenditures, and evaluate program success and enrollment, ensuring income generation for program sustainability.

40% - External Relations and Public Engagement

- Identify, develop and foster strategic collaborations, business relationships and partnerships with government and academic institutions, non-profit organizations, public-private partnerships, as well as corporations and industries, in order to grow and develop the Postbacc program in alignment with long term vision, goals and objectives.
- Build affiliations, reputation and visibility of the program to strategically identified medical schools. Engage with local hospitals and clinics to provide and establish on-going experiential learning opportunities for students.

- Maintain and build on-going relationships to fund scholarships for underrepresented students. Develop and execute fundraising campaigns, events, funding partnerships, etc. for the sustainability of the scholarship program.
- Execute strategies to increase the number of students in the program with a focus on underrepresented populations in the healthcare program.
- Create an outward-facing view of the Postbacc program in close coordination and partnership with Extension, UCSC's Office of University Relations and PBSci's development, marketing and communications teams and all relevant on-campus departments and off-campus areas/regions.
- Work with an advisory committee of medical and health professionals to be incorporated in the programming, mentoring, and advising of the program

15% - High-Level Campus Relations

- Build working relationships with high-level campus offices, such as the Chancellor's Office and other high-level campus officials, primarily in the Physical and Biological Sciences Division.

REQUIRED QUALIFICATIONS

- Master's degree in related area and/or equivalent experience/training*
- High-level strategic business planning skills, strategic thinking and organizational abilities; analysis and problem-solving skills, typically achieved after 5+ years relevant experience.
- Familiar with health professions and ability to operate comfortably in a health care environment.
- Ability to inspire and attract prospective donors, allies and organizations to become engaged with the program.
- Advanced verbal and interpersonal skills with the proven ability to work collaboratively with internal and external, diverse constituencies. Outstanding interpersonal skills with the ability to establish positive and respectful working relationships with students, staff, and faculty.
- Advanced written communication skills.
- Possess an entrepreneurial spirit, such as being comfortable with taking calculated risks with a high level of business acumen.
- Demonstrated ability to analyze data and identify patterns and trends; and to implement actions and identify outcomes based on data.
- Proven expertise in partner/relationship building and collaboration between academia, industry and/or governmental agencies.
- Demonstrated ability to manage ambiguity such as making decisions on the basis of the information at hand, even if it isn't the whole picture; ability to cope with uncertainty and strategically adapt to change.
- Demonstrated expertise in program administration, budget management, development (fundraising) and presentations.
- Advanced negotiating skills in areas such as contracts, student placements with medical facilities, vendor selections, funders and grant deliverables.

- Demonstrated commitment to diversity, equity and inclusion.
- Excellent skills in Google Suite, Microsoft Office Suite and Presentation Software.
- Willingness to learn about additional health professions and stay current on evolving health professions.
- Ability to learn about health care admissions processes

*Bachelor's degree plus 3-4 years of experience

PREFERRED QUALIFICATIONS

- Education focus in in Education/Higher Education, Psychology, Public Health, STEM disciplines or a related field that provides perspective on student experience and pre-health career interests.
- Experience with grant writing.
- Have a pre-existing and growing network of professional contacts that can be used to generate clinical placement settings.
- Experience navigating a partnership with a hospital or clinic.
- Previous experience in achieving successful outcomes in measures such as increased acceptance rates to medical schools or building partnership agreements with other institutions.
- Experience advising students and with application processes.

SPECIAL CONDITIONS OF EMPLOYMENT

- Selected candidate will be required to pass a pre-employment criminal history background check.
- Must possess a valid license to drive in the state of California.
- Ability to work long periods of time at a computer with or without accommodation.
- Will be required to work a hybrid work schedule, days of the week and number of days to be determined. Must be able to work remotely from a home office and be able to fulfill requirements of the UCSC telecommuting agreement.
- Ability to work overtime including evenings, nights, weekends and holidays to meet operational needs, and work an alternate work schedule shift as required.
- Selected candidate will be required to complete training within established time frames as directed including UC compliance training.
- Ability to travel to multiple work locations on and off campus.
- Ability to maintain appearance and conduct suitable for working in a professional setting.
- The University of California has implemented a https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19 covering all employees. To be compliant with the policy, covered employees must submit proof of vaccination or have an approved exception or deferral, eight (8) weeks from date of hire.

SAFETY STATEMENT

All UCSC employees must understand and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

HOW TO APPLY

Attach your resume and cover letter when applying for this job opening. Do not attach any documents to 'My Activities'. Visit our https://shr.ucsc.edu/talent-acquisition/applicant_resources/how-to-apply/index.html https://shr.ucsc.edu/talent-acquisition/applicant_resources/how-to-apply/index.html https://shr.ucsc.edu/talent-acquisition/applicant_resources/how-to-apply/index.html tutorial for detailed instructions on our applicant process.

EEO/AA

The University of California is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS

View full job description and access on-line application:

<https://apptrkr.com/4151571>

To ensure review of application materials by the hiring unit, they must be submitted on or before the initial review date (IRD) via the Staff Employment Opportunities web site; <https://jobs.ucsc.edu>. A computer is available at the UC Santa Cruz Staff Human Resources Office located at Scotts Valley Center. The Scotts Valley Center is located at 100 Enterprise Way, Suite E100, Scotts Valley, CA 95066. To learn more or to request disability accommodations, call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service at 800-735-2922. UC Santa Cruz is an Equal Opportunity Employer.

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