

# FACES SUMMER MEDICAL ACADEMY



## 2016 STUDENT ADVISOR APPLICATION

Application is due to the FACES Office by **June 3rd, 2016**. Return to: Angela Thai, FACES for the Future Coalition, Public Health Institute, 555 12<sup>th</sup> St., Oakland, CA, 94607. Applications can also be submitted by email to [angela.thai@phi.org](mailto:angela.thai@phi.org). Please type or print clearly using **BLUE** or **BLACK** ink only.

Important information and details about this position can be found on the following pages. Please be sure to read this information **BEFORE** signing the acknowledgement (Part C of this form).

### Part A: PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School/College: \_\_\_\_\_ Year in School: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Intended Health Profession: \_\_\_\_\_

Undergraduate Institution: \_\_\_\_\_ Major: \_\_\_\_\_

### PART B: WRITTEN MATERIALS

Please provide responses to the following questions, and attach separately to this form:

- Explain your motivation for applying for this position.
- Explain briefly the coursework, activities and studies you have done that demonstrate preparation for this internship.
- Copy of your resume

### PART C: PROGRAM COMMITMENTS

- Internship start and end date: June 27, 2016 - July 22, 2016
- FSMA Student Advisor training is for two weeks beginning June 27-July 8. The training period is part time - approximately 20 hrs per week (schedule TBD upon hire).
- **Must be available full-time 8AM - 5PM during the following program dates:**  
**FACES Summer Medical Academy: JULY 11 - 22, 2016**
- Internship debrief and evaluation will occur by phone
- FSMA Student Advisors will be paid a \$1500.00 stipend for participation in the program

### PART C: ACKNOWLEDGEMENT

I have read and understand the information about the Student Advisor position for the 2016 FACES Summer Health Academy at Samuel Merritt University (attached pages). In submitting my application, I commit to meeting the expectations of the program including availability and commitment (as written above), effort and responsibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FSMA Program Description

The FACES Summer Medical Academy is a tuition-based, intensive summer experience designed to expose high school students to the fields of medicine, nursing and allied health professions. The goal of the program is to offer youth a glimpse into the array of advanced educational strategies and tools that comprise current medical training, while familiarizing young people with critical concepts that promote an understanding of culturally responsive, compassionate and patient-centered health care practice.

Founded by Tomás A. Magaña, MD, MA, FAAP, Founding Director of the FACES for the Future Program in 2005, the FACES Summer Medical Academy is designed to inspire young people to become caring, insightful healthcare providers and to understand the particular complexities of practicing medicine in a diverse and often challenging world. The program gives participants two weeks of educational opportunities and hands-on activities simulating life as a health professions student. Participants have an opportunity to learn clinical skills, meet and interact with healthcare professionals from a variety of clinical areas, and explore the ways in which illness affects patients and their families. Participants will gain insights about medical practice that will inspire and motivate them to pursue medicine as a career, and as a result, develop a network of friends and professionals. Faculty at Samuel Merritt University, and other local experts, lead workshops and activities.

## FSMA Student Advisor Position

Under the supervision of the Program Director and FACES staff, the FSMA Student Advisors will assist FSMA staff with the planning, coordination, and implementation of the daily operational activities of the FSMA program. This includes supervision and mentoring of the student participants, coordination of program workshops, co-facilitation and teaching of some workshops and program activities, and assistance with evaluation of the program. Additionally, the Student Advisor will participate in a training prior to the start of the summer program that will prepare them for the formal program. The program operations take place primarily onsite at Samuel Merritt University. Compensation in the form of a stipend is available.

### Primary Duties & Responsibilities

- Participate in a mandatory Student Advisor Orientation at the Public Health Institute in Oakland, CA
- Participate in a pre-program training for 20 hours (June 27 - July 8 - schedule TBD) with FSMA staff that will focus on workshop facilitation, leadership training, program planning, etc.
- Assist with planning, coordination and implementation of the day-to-day program activities, including (though not limited to) planning and facilitating daily program workshops.
- Supervise and mentor student participants to ensure that students' goals are being met, and effectively resolve problems as they arise.
- Responsible for developing and presenting talk on specific body organ for gross anatomy/cadaver workshop.
- Develop and expand Student Handbook.
- Participate fully in program evaluation process.
- Perform other duties as assigned by the Program staff.

### Required Knowledge, Skills and Abilities:

- Must be actively pursuing an education/training which directly leads to a career in medicine, nursing or other related area of healthcare.
- Exceptional leadership and organizational skills, and ability to **effectively manage high school students**.
- Must be mature, professional, and dependable.
- Ability to work effectively under pressure and meet deadlines.
- Strong verbal and written communication skills.
- Ability to interact professionally with high school/college students, parents, program personnel, healthcare professionals and community partners.
- Ability to work on multiple projects requiring good record maintenance and time management skills.
- Ability to work independently, problem-solve and manage multiple priorities effectively.
- Personal computer basics, including experience with **Microsoft Word, Excel and Power Point**.
- Ability to take initiative toward improving the overall success of the program.
- **Ability to relate to youth is essential.**
- Willingness to work flexible hours, including evenings and weekends.
- Must be highly motivated.

