

**Southwest Georgia Area Health Education Center
SOWEGA-AHEC
1512 W 3rd Avenue
Albany, Georgia 31707**

POSITION TITLE: Health Careers Recruiter

IMMEDIATE SUPERVISOR: Executive Director

SPECIFIC DUTIES AND RESPONSIBILITIES:

HEALTH CAREERS RECRUITMENT

- Contact counselors/teachers to schedule health careers presentations for middle and high school students in 38 county region.
- Create and present meaningful, interesting and age-appropriate programs for educating and recruiting students into the various healthcare careers, SOWEGA-AHEC programs and services.
- Assist with planning, organizing, and implementing focused intensive programs that will expose students to an array of health careers.
- Conduct after-school programs for students when appropriate.
- Act as lead person to counsel and track students for career guidance and coordinate shadowing opportunities as needed.
- Follow up with graduates and/or clinical coordinators to determine where students are employed for end of year Completers Report.
- Coordinate RN Reentry Program, if applicable.*
- Perform other duties as assigned.

PATHWAY TO MED SCHOOL (1 month summer program for pre-med students)

- Recruit, plan and execute the Pathway to Med School (PTMS) program and maintain ongoing relationships with graduates.
- Contact and visit colleges for presentations to promote the PTMS program and recruit students.
- Assist Pathway students with research projects.
- Accompany Pathway students to annual GAFP Conference in Atlanta (fall).

RELEVANT, KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of various health professions.
- Ability and desire to effectively work with and relate to students in grades 1–12 and college.
- Good planning, organizational, execution, and computer skills.
- Ability to multi-task, prioritize, make independent decisions, and assume responsibility.
- Excellent communication skills.
- Research skills.

MINIMUM REQUIRED QUALIFICATIONS:

- Minimum Bachelor's degree in healthcare related field required.
- Willingness to travel and have reliable transportation.
- Flexible hours of work (some evening and weekend work required).
- * Registered nurse professionals encouraged to apply.

**INTERESTED CANDIDATES, PLEASE SEND COVER LETTER AND RESUME TO
INFO@SOWEGA-AHEC.ORG**

NO PHONE CALLS ACCEPTED.