



Medical Education Resources Initiative for Teens, Inc.

Baltimore, Maryland
Web:

www.MERITBaltimore.org

MERIT Clinical Internship/Research Instructor Job Description

Who We Are

MERIT Health Leadership Academy is a non-profit organization dedicated to transforming Baltimore City high school students into health care leaders by preparing them for success in college and beyond. MERIT Scholars cultivate a deep understanding of their individual roles in solving health disparities through three years of intensive programming including weekly Saturday sessions, summer internships, and longitudinal mentoring. Scholars graduate with a burning passion for achieving health equity, a clear vision of how to reach their goals, a toolkit of knowledge and skills necessary for earning undergraduate and graduate degrees, and a close-knit community of peers and mentors who will continue to work collaboratively toward their collective goal of becoming community change agents. For more information, please visit our website at www.meritbaltimore.org

Who We're Looking For

The "Art of Medicine" Internship (AMI)/Research instructor will lead curriculum implementation of a five-week clinical internship offered to rising senior scholars in the MERIT program. Scholars will spend 50% of their internship time shadowing health care providers at clinics across Baltimore City and 50% of their time completing clinical curriculum, completing case studies and researching medical topics of interest. The instructor will work to ensure that 100% of MERIT Scholars meet their internship requirements, lead debrief sessions about their clinical shadowing experiences, and mentor scholars through the exploration of different health careers. The instructor will be asked to develop processes to ensure research studies are conducted efficiently and with the highest levels of research integrity in preparation for a medical symposium. The instructor will also manage 1-2 undergrad teaching assistants, who will assist the instructor in the classroom.

Specific Qualifications

- Bachelor's or graduate degree in science or health related field, or experience with healthcare professions (required).
- Minimum of one year of experience working in an education setting (required).
- Experience working with high school students, preferably from low-income backgrounds (highly preferred).
- Exceptional communication (writing, speaking) and organization/tracking skills (required).
- Proficient in basic Microsoft Office Applications: Excel, Word, PowerPoint (required).

Location: Baltimore City Community College (Baltimore, MD)

Dates: Monday - Thursday , July 10th – August 11th, with 2 - 4 mandatory training sessions/meetings in May – June

Times: 9 am – 3 pm on Mondays – Thursdays

Compensation: \$30-\$40 per hour based on education and experience

Management: The AMI instructor will work daily with MERIT's Program Manager to ensure successful program implementation, and will report to MERIT's Program Manager weekly to ensure program outcomes and success.

How to Apply

- 1) Gather together your resume and cover letter. Please save the attachments as *FirstName.LastName.Resume* and *LastName.LastName.CoverLetter*.
- 2) Your cover letter should highlight: 1) Your content knowledge and familiarity with clinical/health science subject matter, 2) Your experiences in an education/teaching environment, 3) Your experience facilitating group discussions, 4) Your experience working with students (Please specify student age, location, and context), 5) (Optional) Any experience managing others.
- 3) Apply by filling out the online application: <http://bit.ly/MERIT-Program-Staff-Application>
 - Indicate the position you are applying for as "AMI – Instructor" from the application dropdown menu).

Hiring Steps:

1. **30-Minute Conversation:** Those under consideration will be scheduled for a 30-minute conversation with members of MERIT staff.
2. **Sample Work Product:** If you are asked to go to the next round, you will be asked to provide a sample work product.
3. **Invitation to visit program:** You may be invited to visit our Saturday program during the spring semester. If you are not selected to proceed to the next step, you will receive an email notification.
4. **Hiring Notification:** You will be notified of a final decision via email.

Contact: If you have any questions, please contact our Program Director, India Leach (india.leach@meritbaltimore.org).