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Index

Program Overview	pg. 3
Program Mission	pg. 3
Student Role	pg. 4
Program Enrollment	pg. 4
Resume & Professional Readiness	pg. 4
Opportunity Selection	pg. 4
Application Process	pg. 4
Acceptance & Placement	pg. 4
Organization Role	pg. 5
Opportunity Submission	pg. 5
Student Engagement	pg. 5
Ongoing Support	pg. 5
Board Member Professional Standards	pg. 6
Purpose	pg. 6
Member Responsibilities	pg. 6
Standard Engagement Flow	pg. 6-7



UGA Pre-Professional Student Placement Program (PPSPP)

Board Member Information Packet

PROGRAM OVERVIEW

Program Mission

The Pre-Professional Student Placement Program at the University of Georgia, led by students and the Pre-Professional Advising Office, partners with community organizations to identify and develop future placement opportunities for pre-health students. The program simplifies the process of matching students with roles such as volunteering, shadowing, and clinical support, ensuring meaningful healthcare experiences within the local community.

Our mission is to support current and future students in accessing these opportunities while reducing administrative demands on healthcare organizations, creating a seamless and mutually beneficial placement process.



THE STUDENT ROLE:

1. Program Enrollment

Students join the Pre-Professional Student Placement Program by uploading a resume outlining their interests, career goals, availability, and experience levels to our PPSPP Platform.

2. Resume & Professional Readiness

Before applying to any opportunity, students will receive guidance from the UGA Career Center on resume development and revision.

3. Opportunity Selection

Students are exposed to roles that align with their interests, availability, location, and experience level while meeting the specific needs and expectations of each health organization.

4. Application Process (First-Come, First-Serve)

Students apply directly through the PPSPP platform. Applications are loaded into the platform on a first-come, first-serve basis to ensure fairness and efficiency.

5. Acceptance & Placement

A board member will visit the assigned healthcare organization and review the initial set of applications. The selected applications will be forwarded to the organization's liaison, who will contact students via email to coordinate scheduling. Students will then confirm their availability directly.

Students must confirm with the healthcare organization that the proposed scheduling works with their availability within three days of the healthcare organization's confirmation.



THE ORGANIZATION ROLE

1. Opportunity Submission

Health organizations submit opportunity details through the PPSPP Platform by including:

- Organization name and contact information
- Type of opportunity offered
- Number of students needed
- Time commitment and schedule
- Any pre-health certifications

2. Student Engagement

Opportunities are shared with interested students through the PPSPP platform, eliminating repeated outreach or recruitment efforts.

4. Ongoing Support

The Executive Advisors remain available to assist with updates, future placements, and general inquiries, while also holding students accountable for timely communication, professionalism, and fulfillment of placement responsibilities. Any issues that arise will be immediately communicated directly with the Executive Advisors.

Board members also provide support by facilitating communication between healthcare organizations and students, assisting with coordination, and helping resolve any logistical concerns that may arise.



BOARD MEMBER PROFESSIONAL STANDARDS

Your Purpose (Individual Board Member)

- Ensure consistent and accurate communication
- Address common questions from healthcare organizations
- Clearly explain program structure and expectations
- Guide students through next steps

Member Responsibilities

Board members act as the primary representatives of the PPSPP within their assigned zip codes. Their role is to introduce the program to healthcare organizations and guide them through participation.

- Represent the University of Georgia professionally
- Communicate clearly and accurately using provided materials
- Maintain organized records of organizational outreach
- Schedule and travel to meeting sites
- Follow up as directed by program leadership

Standard Engagement Flow

1. Introduction

Board members introduce themselves, their affiliation with the University of Georgia, and the PPSPP.

2. Program Explanation

Board members explain the program's mission, student preparation process, and matching system.



3. Addressing Questions

Board members will respond to common questions regarding student screening, time commitment, requirements, and application logistics.

4. Outlining Next Steps

Board members will schedule a follow-up meeting between the organization and Executive Advisors to further introduce the implementation of the PPSPP.

5. Closing & Follow-Up

Board members will confirm organizational interest, collect accurate contact information, note any requirements, and set up a *confirmed* follow-up meeting with the Executive Advisors.