



**OUTWARD
BOUND**

Position: Student Assessment Advisor

Location: Camden, ME

Reports To: Client Services Manager

FLSA: Non-Exempt

Date Updated: April 17, 2008

JOB DESCRIPTION

Summary

The Student Assessment Advisor collects and reviews medical forms and questionnaires submitted by the applicant to assess the applicant's psychological, behavioral and physical fitness for an Outward Bound course.

Essential Duties and Responsibilities

- Assess student's psychological, behavioral and physical fitness for an Outward Bound course using assessment guidelines and screening tools.
- Review medical forms, counseling questionnaires and participant questionnaires.
- Conduct necessary follow-up with student, parent, doctor, and/or therapist to assess motivation, and fitness level, as well as gathering relevant psychological and medical information.
- Consult with Student Assessment Manager and Outward Bound consulting Physicians when additional expertise is needed.
- Approve in a timely fashion with a high standard of professionalism.
- Clearly communicate relevant student profile details to field staff.
- Monitor students throughout the admissions process to ensure all students are meeting deadlines for forms and payments.
- Advise regarding course clothing and equipment.

Secondary Duties and Responsibilities

- In addition to the above responsibilities the position may be also required to do some weekends and overtime.

Knowledge and Skills

- Knowledge of OB programs and philosophy.
- Familiarity with courses and activities in the United States.
- Detail oriented with good organizational skills.
- Ability to problem solve, prioritize and manage multi-tasks successfully within tight timelines and high stress.
- Time management and ability to meet deadlines.
- Self-starter with strong initiative and ability to work with minimal supervision.
- Very strong and effective communicator, both written and oral.



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- Experienced in, and committed to, the delivery of exceptional customer service.
- Ability to establish rapport with both youth and adults.
- Experience with teen populations with behavioral issues preferred.
- Ability to develop positive, productive relationships with students and their families, Outward Bound staff and regional Program teams.
- Willingness to work as a team to meet the goals of the department.
- Telephone skills, Computer skills: MS Word, Excel and email experience.
- Wilderness First Aid or other medical certification a plus.

Education and Work Experience

- Bachelor degree and/or 1-3 years experience in the outdoor education/experiential learning field or any similar combination of education and experience preferred.
- Professional or educational background in a medical and/or mental health related field preferred.
- Outward Bound or other wilderness expeditionary experience preferred.

Compensation

- \$11.50 per hour