Worksheet 5. Reading: Ad for a Professional Job

Read the ad for the position of Director of Outreach Programs. Answer the questions on the next page. The number in front of each paragraph corresponds to the number of the related question.

(1) The College of Public Health at State University is seeking a highly motivated professional to be Director of Outreach Programs.

(2) Outreach Programs reach out to rural populations in our state to bring them up-to-date, accessible medical services in eight new facilities. In addition to the medical services, the university will provide information on nutrition, fitness and a healthy lifestyle.

(3) The position is at the rank of assistant professor and requires a Ph.D. in public health administration, social work, or nursing.

(4) Preference is for an experienced administrator with a strong background in public health and nutrition, but we also encourage applicants in related fields to apply.

(5) The successful candidate must demonstrate a record of excellence in program administration, and must show an ability to motivate and work well with colleagues.

(6) The candidate must have strong organizational, interpersonal, and problem-solving skills.

(7) Excellent verbal and writing skills are necessary. Ability to communicate in Spanish is a plus. Computer skills are desirable.

(8) In summary, we are interested in individuals who can create enthusiasm among colleagues, and can deliver high-quality services to the targeted population.
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Circle T if the statement is true. Circle F if the statement is false.

1. T / F The college is looking for someone to direct a program.
2. T / F The Outreach Program provides services for people in cities.
3. T / F You must have a Ph.D. for this job.
4. T / F You must have an M.D. for this job.
5. T / F You don’t have to have experience in administration for this job.
6. T / F You must be able to organize things well in this job.
7. T / F You must speak Spanish and have excellent computer skills.
8. T / F The college wants an inspiring leader and an effective administrator.