



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.

State University

College of Public Health

(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.