
Auburn University Job Description

Job Title:	Spec, Pre-Health Counseling	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	AA36	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Provides specialized academic advising, counseling, and programmatic offerings to students in majors considered to be "pre-health".

Essential Functions

1. Develops, implements, directs, and evaluates pre-health programs intended to encourage appropriate academic/career goals for individual students.
2. Serves on the Pre-Professional Advisory Committee (PPAC) to evaluate student credentials as they relate to professional schools.
3. Assesses individual student's aptitudes as related to their competitiveness for professional school admission and success.
4. Serves as a subject matter expert on curricula changes, admissions standards, and requirements of a variety of professional schools.
5. Provides advisement/counseling for all pre-health students.
6. Organizes and instructs pre-health orientation courses.
7. Assists in the recruitment of pre-health students through one-on-one meetings, War Eagle Days, TALONS, receptions, and other events.
8. Assists with various office projects, programs, and committees related to the needs and goals of pre-health students.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Master's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Master's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at Auburn University at the preceding level.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I Master's degree in discipline appropriate to position plus 2 years experience.

Level II Master's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at Auburn University at the preceding level.

Focus of Education

Degree in Psychology, Counseling, Education, Communications, or related field

Focus of Experience

Experience in academic or career advisement in a health-related field

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

None Required

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/5/2019
