
Auburn University Job Description

Job Title: **Asst Dir, Pre-Health Programs**

Job Family: No Family

Job Code: **AB33**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

Job Summary

Reporting to the Director, Student and Career Services, responsible for managing the Pre-Health Programs in the College of Sciences and Mathematics and Auburn University. Oversees specialized academic advising, counseling, and programmatic offerings to students considered to be Pre-Health.

Essential Functions

1. Advises students on the application process for Pre-Health programs, including anesthesiologist assistant, dental, medical, optometry, pharmacy, physical therapy, and physician assistant programs. Conducts virtual and in-person meetings to inform students about the Pre-Professional Advisory Committee (PPAC).
2. Regularly participates in professional development activities and creative endeavors, including, but not limited to, the National Association of Advisors for the Health Professions (NAAHP), membership with Alabama Health Professions Advisors (AHPA), as well as participation with AU Biomedical Sciences Oversight Committee. Responsible for attending industry conferences, seminars, and webinars to stay with any changes to the application process for health professions programs.
3. Assists in the recruitment of Pre-Health students, to include representing the programs at campus-partnered events and meeting prospective students.
4. Assists in the planning and execution of activities and events for Pre-Health students, to include serving as an advisor for the AU Chapter of Alpha Epsilon Delta (AED) Health Pre-Professional Honor Society and as co-advisor for the Physical Therapy Occupational Therapy Club (PTOTC). Assists with online proctoring of practice Medical College Admission Tests (MCAT). Coordinates and schedules mock interviews for pre-dental, premedical, pre-optometry and pre-pharmacy school students with admissions representatives from Alabama dental, medical, optometry and pharmacy schools. Attends Camp War Eagle to speak to all Pre-Health freshmen, as well as attends Department of Biological Sciences seminars to speak to Pre-Professional Non-Thesis Master's students.
5. Collects and reports academic program and student testing data for the Associate Dean for Academic Affairs (ADAA), which is used in the annual Biomedical Sciences Assessment Report.
6. Provides work planning and supervision for all Pre-Health staff to include the Pre-Health Counseling Specialist, Academic Coordinator, and Pre-Health Internship Coordinator.
7. Manages the AU Rural Medicine Program (RMP), to include planning coursework for RMP students; coordinating student schedules with local physician partner; participating in program trips to meetings and conferences; planning program events; and representing the AU programs to various partners, including UAB medical school.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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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.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Higher Education, Biomedical Sciences, or related field.
Experience (yrs.)	5	Progressively responsible experience in an advisory role within higher education or closely related area. Experience in advising or career counseling of students seeking admission to Pre-Health professional schools is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of FERPA, AU Policies and Procedures, Curriculum Models for Health Professions.
Knowledge of best practices in Higher Education Administration.
Knowledge of application processes for medical and health programs.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Date: 11/10/2022
