

JOB INFORMATION

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| Job Code | AB33 |
| Job Description Title | Asst Dir, Pre-Health Programs |
| Pay Grade | SR10 |
| Range Minimum | \$52,310 |
| 33rd % | \$64,510 |
| Range Midpoint | \$70,610 |
| 67th % | \$76,710 |
| Range Maximum | \$88,920 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

JOB FAMILY AND FUNCTION

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| Job Family: | Student Resources |
| Job Function: | Academic |

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.

RESPONSIBILITIES

- 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).
- 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.
- Assists in the recruitment of Pre-Health students, to include representing the programs at campus-partnered events and meeting prospective students.
- 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.
- 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.
- Provides work planning and supervision for all Pre-Health staff to include the Pre-Health Counseling Specialist, Academic Coordinator, and Pre-Health Internship Coordinator.
- 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 RESPONSIBILITIES

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| 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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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|--|-----|---------------------|--|--|
| Master's Degree | Degree in Higher Education, Biomedical Sciences, or related field. | And | 5 years of | 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. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| 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. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |
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PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.