AUBURN
Human Resources

Spec II, Pre-Health Counseling

Job Description

JOB INFORMATION

Job Code	AA36B
Job Description Title	Spec II, Pre-Health Counseling
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
Exemption Status	Exempt
Organizational use restricted to the following divisions	136 College of Sciences & Math
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

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

RESPONSIBILITIES

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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

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 to 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	in Psychology, Counseling, Education, Communications, or related field	and	4 years of	experience in counseling, academic advising, admissions, student affairs, health professionals (i.e. nurses, nurse practitioners, physician assistants, or related), science fields, or related.	

Substitutions Allowed for Experience	Yes
Substitution 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.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Chemical			X		
Dusts			X		
Poor ventilation			X		

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