AUBURN
Human Resources

Asst Dir, Pre-Health Programs

Job Description

JOB INFORMATION

Job Code	AB33
Job Description Title	Asst Dir, Pre-Health Programs
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
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

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.

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

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	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

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

Physical Demands Category:	Other

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.