AUBURN
Human Resources

Advisor III, CHS Pre-Health

Job Description

JOB INFORMATION

Job Code	AB48C
Job Description Title	Advisor III, CHS Pre-Health
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	2/2/2026 3:22:33 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

The Pre-Health Advisor plays a pivotal role in guiding students within the College of Human Sciences (CHS) toward successful admission into professional health programs. This position combines academic advising, program development, and student assessment with strategic outreach and stakeholder engagement, ultimately advancing the college's mission to equip graduates for meaningful careers in health sciences.

RESPONSIBILITIES

- Designs and delivers instructional courses that orient, prepare, and guide students through the CHS pre-health application process, ensuring readiness for professional school admission.
- Leads programmatic assessment efforts, including defining student learning outcomes, collecting and analyzing assessment data, and synthesizing findings into actionable recommendations for continuous program improvement.
- Evaluates individual student aptitudes to determine competitiveness for CHS professional school admission and long-term success, providing tailored guidance to strengthen their academic and professional trajectory.
- Advises CHS pre-health students, offering comprehensive academic, career, and application support including advising routes based on student performance.
- Develops, implements, and assesses professional development programming and enrichment opportunities that enhance student preparedness and career readiness.
- Leads recruitment initiatives by engaging prospective students through one-on-one meetings, War Eagle Days, TALONS, receptions, and health-related events such as HOSA.
- Cultivates and sustains relationships with CHS stakeholders, actively participating in advisory board meetings and collaborative events to strengthen program visibility and impact.
- Builds partnerships with local Career and Technical Education advisors in health-focused high school programs to expand outreach and pipeline opportunities.
- Manages communication with HIPAA-protected internship sites and coordinates with the Office of the Provost to support Nutrition students in compliance with institutional and legal standards.
- Facilitates student placement in internships, shadowing, and experiential learning opportunities by developing strong relationships with preceptors and mentors, and overseeing the initiation and maintenance of Memoranda of Agreements (MOAs).
- Develops goals and objectives for improvement of the advising unit in conjunction with the direct supervisor; implements the plans for improvement of advising functions and models within the college.
- Supports curriculum development and/or revision as needed by the unit.

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	
Bachelor's Degree	no specific discipline required. A degree in Psychology, Counseling, Education, Communications, or related field is desired.	and	8 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.	Or
Master's Degree	no specific discipline required. A degree in Psychology, Counseling, Education, Communications, or related field is desired.	and	6 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education advising practices and student development theory	
Knowledge of health professions admissions requirements and processes	
Knowledge of program assessment and evaluation methodologies	
Knowledge of HIPAA regulations and institutional compliance standards	
Skilled in instructional design and delivery of student-focused courses	
Skilled in academic advising and individualized student counseling	
Skilled in data analysis and reporting for program improvement	
Skilled in relationship management and stakeholder engagement	
Ability to create a student-centered approach to supporting diverse learners	
Ability to think strategically to align advising with institutional goals	
Ability to effectively problem-solve in academic and career contexts	
Ability to handle sensitive information in a professional and confidential manner	

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				25 lbs
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		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.