

Clark Atlanta University Job Description

Position Title:	Pre-Health Advisor
Employee:	TBN
Department:	Health Professions Advising Unit (HPAU)
Reports To:	Dr. Joann B. Powell

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Pre-Health Advisor provides comprehensive academic and career advising to students and alumni interested in pursuing careers in health-related fields including medicine, dentistry, pharmacy, nursing, public health and allied health professions. The advisor develops individualized advising plans, coordinates application support services, and assist with programming that enhances pre-health student success. This role also involves data collection, reporting and administrative duties.

Examples of Duties and Responsibilities:

- Assist students with access to academic and support services resources
- Perform customer service-oriented and some administrative-related tasks
- Coordinate the activities of the advisement program for pre-health students.
- Assist with workshops, scheduling, and composing committee letters for professional schools.
- Provide academic and career information to pre-health students.
- Participate in recruitment events and meetings with prospective students.
- Attend various meetings regarding general advising.
- Work with the Faculty Coordinator and Health Professions Advising Committee to report updates in admission requirement and pre-requisites for health professional schools to students, faculty and other stake holders.

Knowledge, Skills and Abilities

This position requires excellent oral communication and presentation skills when providing information and responding to questions from students, parents, employees and the general public in one-on-one or group situations. Excellent writing skills are also required for preparing various forms of business correspondence, e.g. letters, reports, emails. Also, must be able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Good proofreading skills are essential.

Minimum Hiring Standards

Education	B.S. or M.S (preferred) degree in Education, Counseling, Psychology or a Biomedical-related science.
Years of Experience Required	Minimum of 3 years of demonstrated employment in a higher education setting, specifically in areas of academic support services and student success is preferred.
Years of Management/Supervisor Experience	1-3 years desirable
Requirements:	Applicants should send a CV, cover letter, writing sample and three (3) letters of reference to: Joann B. Powell, Ph.D., Associate Professor, Clark Atlanta University, Atlanta, GA 30314, or jpowell@cau.edu