

Health Professions Advisory Committee (HPAC) Advising Assistant

United States Air Force Academy – Department of Biology

This is a civilian position that works for a 501(c)(3) non-profit that supports the Air Force Academy. This position does not require military service or graduation from the United States Air Force Academy.

THE OVERVIEW

The Department of Biology within the United States Air Force Academy (USAFA) is looking for a Part-Time (20 hrs./week), in-person Health Professions Advising Assistant. The assistant will work internally within USAFA with the 300+ cadets who are exploring health professions.

POSITION RESPONSIBILITIES

- Understanding, upholding, and promoting the standards, core values and priorities of USAFA
- Advising cadets, both individually and in groups, concerning recommended courses and extracurricular activities as they relate to graduate school admissions
- Assisting with applications to health professions graduate programs
- Will help to match 38 positions from a pool of 300+ candidates
- Work closely with USAFA Faculty and the HPAC to maintain updated information on all cadets interested in Health Sciences Professions and their statuses

ADDITIONAL RESPONSIBILITIES

- Assisting HPAC Director and Advisors with administrative tasks to include, but not limited to;
 - record keeping,
 - organizing events/briefings
 - setting and maintaining advising schedules for the Director and Advisors
 - routing requests
 - facilitating in-person and written communications with cadets, USAFA Faculty, Air Force personnel, Department of Defense personnel, and professional schools
- Commitment to continuing professional development

KNOWLEDGE, SKILLS AND ABILITIES

- Experience with advising pre-health professions undergraduate students
- Experience with advanced degree counseling and/or advising

- Excellent written and oral communication skills
- Excellent organizational skills and ability to track and document application statuses for multiple cadets at multiple schools
- Ability to work with confidential information with absolute discretion

MINIMUM QUALIFICATIONS

- Undergraduate BS/BA degree
- Experience with college advising and/or college counseling
- An ability to pass a DBIDS background check which is required to access to the Department at the Academy.
- A valid driver's license and any related insurance is required

SUBMISSION INSTRUCTIONS

Applicants must submit a cover letter, resume and most recent transcripts to receive full consideration. Full application packages should be emailed to Katherine.bates@afacademy.af.edu.

COMPENSATION

The hourly range for this position is \$27.00-35.00 per hour. This position is an independent contractor position and not eligible for benefits. The contractor will receive a Form 1099 in January of the following year.