**Coordinator of Health Professions Advising**

**Definition of Class**
This is a professional position in which the incumbent is responsible for providing guidance, information and suggestions to pre-professional and allied health students in the areas of scheduling, career counseling, applying to professional schools and representing the unit on University-wide committees and in professional organizations.

**Examples of Work Performed**
Advises students in pre-professional program areas including medicine, dentistry, optometry, veterinary science, physical therapy, and allied health fields including clinical lab science, cytotechnology, dental hygiene, health information management, medical technology, nursing, and occupational therapy.

Guides and directs students throughout the application process to professional schools.

Advises students involved in professional school admission testing.

Provides and maintains information clearinghouse for students interested in health professions.

Acts as liaison with professional schools and practicing professionals.

Acts as liaison with other pre-professional departments at educational institutions.

Coordinates and presents preparation workshops for admissions tests.

Presents to large groups discussing a variety of topics related to recruitment and health professions programs.

Attends professional workshops and conferences.

Hosts events to highlight professional schools and careers.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Advises students in the pre-professional programs and allied health programs.
2. Guides and directs pre-professional students throughout the application process to professional school.
3. Provides and maintains information clearinghouse.
4. Acts as liaison with educational institutions and practicing professionals.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be
addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

  **Vision:** No special vision requirements.

  **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

  **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk, hear and sit. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

  **Education:**
  Master’s Degree from an accredited four-year college or university.

  **AND**

  **Experience:**
  Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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