

The University of Texas at San Antonio

Job Description

Job Title: Health Professions Advisor I
Code: 13077
Salary Grade: 58
FLSA Status: Exempt
Department/Division: University Health Professions Office
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To participate in the planning and delivery of an academic and non-academic counseling program/service and to create or promote new initiatives within the Health Professions Office.
- **Scope:** Responsible for understanding and communicating the needs of specific populations of students to administrators; interpreting, formulating, and evaluating internal and external institutional rules to students; and for facilitating the exchange of Health Professions information by participating in the delivery of academic counseling services to students.

Duties

- **Typical:**
 1. Plan, develop, and coordinate on-going projects that significantly and positively impact either the operations of the Health Professions Office or a specific student population served by the center. Represent the academic unit in meetings with students, parents, faculty, other campus-advising units, administrators, and external institutions.
 2. Advise students individually and/or within groups in person, telephone, and e-mail regarding core, major, support work, graduation, and university requirements; provide students with information focused on meeting developmental academic needs, including transition to other health related institutions, exploration of various major fields of study, and career options; keep accurate records of student advising contacts and progress toward a degree.
 3. Process degree plans and registers students for DEAP. Verify requirements using student system, and conduct orientations. Evaluate health profession academic needs and other related preparation for student transition.

4. Provide assistance and support for committee process preparation for various health professions programs. Interview & write health professions committee letters.
 5. Prepare required reports and other information accurately for the unit.
 6. Information resource for incoming and current HP Counselor I's, administrative staff, interns, and provides advice to other offices in the use of Banner; and work closely with other advisors and counselors to provide timely information on course/degree options and University policies.
 7. Perform additional duties as assigned.
- Periodic:
 1. Develop and implement departmental projects.
 2. Assist in Health Professions event planning for Health Professions Day.
 3. Assist with recruitment and training of Health Professions Counselor positions.
 4. Assist with the development and updating of UHPO publication, including handouts and website.

Education

Required	Preferred
Master's Degree from an accredited institution. At the department's discretion a Bachelor's degree and two years of Academic Advising or related experience may substitute for the Master's Degree.	N/A

Other Requirements

Required	Preferred
Ability to work with sensitive information and to maintain the highest level of confidentiality.	N/A
Ability to work in a fast paced environment.	
Excellent customer service skills.	
Familiarity with student records systems.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience working with college students or adolescents in an academic advising or related capacity.	Six years of experience working with college students or adolescents in an academic advising or related capacity. Experience directly related to Health Professions.

Equipment

Required	Possible
Personal computer and standard office equipment.	NA

Working Conditions

Usual	Special
Normal office environment.	May be asked to work extended hours within a varying schedule, which may include weekends and evenings. Occasional travel to professional meetings and conferences.

Supervision

Received	Given
General supervision from designated supervisor.	N/A

Accuracy

High level of accuracy is required.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.