

The University of Texas at San Antonio

Job Description

Job Title: Program Manager, University Health Professions Office

Code: 19061

FLSA Status: Exempt

Salary Grade: 59

Department/Division: Health Professions Office

Reports To: Director of Health Professions Office

Summary

- Function: To provide health professions advising and input into the overall management of the University Health Professions Office, and its related programs, services, and development.
- Scope: Responsible for collaboratively managing and carrying out the day-to-day operations, strategic planning, and ongoing assessment of current operations to ensure the highest quality services to students which enhance their university experience and preparation for health profession programs.

Duties

- Typical:
 1. Day to day advising of pre-health students.
 2. Writes health professions committee letters of evaluation during the application season to medical and dental schools.
 3. Collaborates in developing and refining policies and practices that serve to promote and facilitate student success in pursuing pre-health professions studies.
 4. Collaborates in the overall planning and coordination of health professions office services, especially advising and related activities for current students, alumni, and prospective students.
 5. Oversees recruitment and advising for the Dental Early Admission program students.
 6. Sponsors and works with pre-health student organizations.
 7. Provides leadership in planning, scheduling and coordinating activities for students such as the annual Health Professions Day, and visitors from health professions programs.
 8. Shares in hiring process, training, supervision, and evaluation of administrative staff and students.

<p>9. Provides guidance to staff responsible for compiling reports that reflect program outcomes.</p> <p>10. Perform other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Attend regional and national conferences. 2. Represent and serve in a liaison capacity at meetings and activities with university advising centers, educational committees, and in the health professions education community.

Education

Required	Preferred
Master's degree from an accredited university.	Ph.D.

Other Requirements

Required	Preferred
Demonstrated organizational, written, and verbal communication skills.	N/A
Criminal background check (CBC).	

Experience

Required	Preferred
Three years of advising experience, to include supervisory experience.	Health professions advising experience.

Equipment

Required	Preferred
Knowledge of Personal computers, Microsoft Office, and standard office equipment.	SSC, Banner, People Soft

Working Conditions

Usual	Special
General office environment.	Occasional weekend and evening hours required.

Supervision

Received	Given

General supervision and evaluation from the Director.	Direct and shared supervision of assigned advisors, support staff and student staff .
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Accuracy

Proficiency in all assigned duties.

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.