Assistant Director Health Professions Advising Office

**Definition of Class**
This position provides oversight of daily academic advising operations of the Health Professions Advising Office. The incumbent assists with the planning and execution of strategies designed to strengthen student success, advises students on academic curriculum, and provides guidance and supervision to support staff.

**Examples of Work Performed**
Provides oversight of daily academic advising operations.

Assists with planning and executing strategies designed to strengthen students’ success.

Advises pre-health professions students on academic curriculum.

Provides support to the Director in the development and implementation of a comprehensive advising program for students.

Assists in the production of professional development materials, resources, and activities related to student academic success and advising.

Cultivates relationships with Health Professional Programs.

Plans and executes Health Professions workshops and visits.

Assists with recruiting students to the university.

Serves on HPAO scholarship committee.

Advises student organizations as assigned based on health professions.

May teach one class per semester.

Provides guidance and supervision to support staff.

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. Provides oversight of daily academic advising operations.
2. Assists with planning and executing strategies to strengthen student success.
3. Advises students on academic curriculum.
4. Provides guidance and supervision to support staff.
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 25 pounds.

  Vision: Requirements of this job include close, color, and distant vision.

  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 sit; stand; walk; and talk and hear. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; taste or smell; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

  Education:
  Master’s Degree from an accredited college or university.

  AND

  Experience:
  Three (3) years of related experience.

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

Interview Requirements
Any candidate who is called to an agency 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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