



**University of Texas at El Paso
Job Description**

Job Code: 3609
Job Title: Coordinator – PreMedical Professions Programming
Department: Medical Professions Institution (MPI)
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 11, 2012

Summary: Under general supervision and with moderate latitude for the use of initiative and independent judgment, plans, develops, and coordinates pre-medical professions programming activities for students.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assists in the development, organization, and oversight of student pre-medical professional development programs.

Meets with student groups and participating faculty to plan activities.

Evaluates programming, suggests modifications, and recommends new policies and procedures.

Schedules events and coordinate activities.

Contacts caterers, collaborators, presenters, and others to arrange for scheduled events.

Conducts pre-professional orientation for new students.

Promotes students participation in pre-professional activities.

Coordinates preparation and publishing of Medical Professions Institute newsletter.

Provides individual or group guidance on selection of pre-professional activities and use of leisure time.

Approves funding for various student activities.

Coordinates and supervises student test preparation practice sessions, including facilities, materials and practice test schedules.

Develops and implements standards for attaining program goals and objectives.

Interacts frequently with University departments, faculty, staff, and MPI external partners.

Answers questions in person, via email, and/or telephone regarding programming policies, recommendations, and practices.

Trains and evaluates assigned student employees.

Generates and submits reports as needed.

Contributes to the MPI mission and the greater mission of the Office of Undergraduate Studies.

May be required to work weekends and extended hours as needed to support programmed activities.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.



Supervisory Responsibilities: May carry out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree

Minimum Experience required: One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee is regularly required to talk or hear. Special vision requirements are close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level for this work environment is moderate.