Job Description

**Job Title:** Specialist, Health Professions

**Reports to:** Provost

**FLSA Status:** Non-Exempt

**Level:** 116

**Position Class:** C

**Job Summary:**

Oversees the maintenance of health profession programs admission process under the supervision of the Provost. Represents health profession programs to the community. Maintains the division web site, serves as support for personnel in unit as it relates to all web functions.

**Essential Duties and Responsibilities:**

The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Screens pre-health professions student’s applications and ensures that all qualified students are ranked appropriately.

2. Assist Directors/Chair with selection of students from the list at each admission period.

3. Represents the College on committees and projects as required.

4. Performs clerical tasks related to job responsibilities and departmental projects such as data collection and analysis and monthly and annual recruitment reports.

5. Assists with set-up, maintenance, updating, and correcting web related functions and enhancements for division.

6. Assists with scheduling and other record keeping requirements as assigned.

7. Performs related duties as required.
Job Qualifications:

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.

- **Education/Experience:**
  Associate degree from a two-year college; and two to three years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have intermediate knowledge of word processing software, spreadsheets, Internet, e-mail system, PowerPoint software, and basic knowledge of website maintenance. Must become efficient with current college database software and other college required software within one month of hire.

- **Certificates and Licenses:**
  None required.

Responsibility for People and Property:

None required.

Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with students and all levels of MCC staff.

- **External Contacts:**
This position has routine contact with prospective students, special interest groups, and community agencies. Frequent contact with parents, high school counselors and faculty, and vendors. Occasional contact with local businesses and industry.

**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 in the work environment is usually moderate.

**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 regularly required to talk or hear. The employee is frequently required to stand, sit, and use manual dexterity. The employee is occasionally required to walk, reach with hands and arms, climb, or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida employees are expected to attend College-provided
7. Continuous Improvement: State College of Florida employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<th>Title</th>
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