

**POSITION NOTICE
SAN ANGELO SITE**

POSITION: Health Professions Coordinator #563

NOTE: OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED: Associates degree or specialized training required. Additional education will be recognized. Five (5) years of related experience preferred. Experience in healthcare education, clinical program support, or administrative support is preferred. A background in healthcare or demonstrated knowledge of medical terminology, clinical processes, or health professions programs is strongly preferred. Experience supporting health professions or other clinical-based programs is highly desirable.

DESCRIPTION OF JOB DUTIES: Serve as the primary coordinator and support resource for academic and continuing education health professions programs. Oversee program-related processes, ensure accurate documentation tracking, and assist faculty and students with program requirements, compliance, and progression expectations. For a complete list of job duties please review the job description, available from Human Resources.

SALARY RANGE: \$44,818 - \$50,220

POSITION AVAILABLE: May 1, 2026

TO APPLY: Complete online application at: <https://howardcollege.edu/careers/>

POSTED: April 13, 2026

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