



**Amherst College  
Office of Human Resources**

**JOB DESCRIPTION**

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Title: Health Professions Specialist

Department: Loeb Center

Reports to title: Health Professions Advisor/Assistant Dean

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 09/10/19

Job Group & Level: PT-2 Regular Daily Work Schedule: \_\_\_\_\_ to \_\_\_\_\_

Pay Type: Weekly X Monthly \_\_\_\_\_ Months Per Year: \_\_\_\_\_ Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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1. Summary of Position:

Under the leadership of the Health Professions Advisor/Assistant Dean, the Health Professions Specialist works independently to manage workflow, troubleshoots and responds to faculty and student requests, and, implements action needed, as it relates to the medical school application process. This position also supports advising and programming needs for the health professions career community team.

This position manages the application process of 120 to 140 medical, dental, and veterinary school applicants continuously throughout the year yearly and serves approximately 400 pre-health students and alumni annually through increased access to health professions advising and on-campus events.

This individual represents the Amherst College in phone, email, and face-to-face contact with students, alumni, employers, graduate schools, parents, faculty, and is therefore, responsible for providing high-quality work and support. Additional, this role represents the college at regional and national meetings of professional organizations devoted to health professions advising.

This position takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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2. Principal Duties and Responsibilities:

50% Application Process

- Manages a dynamic, multi-layered application process workflow for students and young alums applying to medical, dental, and veterinary school. This includes working with highly confidential applicant data,

reviewing application submissions, and meeting all application deadlines. Is responsible for the creation of spreadsheets, tracking and interpreting statistical applicant data, and preparing reports and analysis.

- Serves as point person for activities such as; fielding inquires with students and alumni interested in applying to health professions education programs, editing and proofreading draft applicant personal statements. This position works closely with the Health Professions Advisor, the Chair of the Faculty Health Professions Committee, as well as three other members of the committee, and pre-health partners across campus.
- Coordinates the college's annual cycle of committee meetings related to the application process.
- Validates students' enrollment status, major, honors, etc. for the Health Professions Committee letter of evaluation for 60-70 medical, veterinary, and dental school applicants per year and roughly 75 recommendation letters per year to a variety of graduate schools other than medical school, internships, and jobs.
- Communicates with national application service (AMCAS and AACOMAS) and committee letter national submission service (Virtual Evals) to verify accuracy of application submissions.
- Responds to requests and provides information to graduate school programs, applicants and the Health Professions Committee; and maintains electronic records in Handshake.
- Oversees the organization and tracking of all medical school interview accounts from previous applicants, and uses data collected to support new application preparation and advising.
- At the request of the Health Professions Advisor, will need to review and interpret complex applicant data and assist in the initial drafting of letters of recommendation for various scholarships, internships and health professions schools. As needed, edits faculty letters of recommendation and committee letter drafts.
- Responsible for reporting for administrators, offices, and publications as requested across campus departments.

#### 25% Advising

- Provides front-line pre-health advising and triage for students seeking information or have advising needs before they meet with the Health Professions Advisor.
- Guides individual students and alumni, through one-on-one or group advising sessions, in phone conversations, or through email correspondence, regarding application strategies and preparation for medical school application. Provide support for applicants and work closely with them throughout the submission process.
- Conducts mock interviews and provides feedback for medical school applicants.
- Assists students with resume questions, document reviews, the use of Handshake, and other Loeb Center resources.
- Supports applicants and offers personalized assistance as they work through the submission process.
- Conducts senior resume review for pre-health students.
- Represents the college at health professions regional and national meetings of professional organizations.

#### 15% Program Management/Administration

- Manages and fosters relationships between student organizations and Loeb Center events and programming support. Advises student club leadership on programming and event implementation.
- Provides dedicated advising to the Pre-Health Peer Mentoring program including, supervising the Post-Baccalaureate intern in implementing Peer Mentoring program activities.
- Serves as a liaison between Loeb Center operations staff and the Health Professions Advisor around Health Profession processes, procedures, and policies.
- Responsible for the hiring and managing of summer casual workers and associated logistics for the Health Professions team (e.g., timesheets, payments, workflow).

- Works with the Loeb Center Communications Manager to create the pre-health electronic newsletter (or pre-health list serve) that is sent to roughly 500 students and young alumni on a weekly basis during the school year. Collects information about events both on-campus and beyond affecting pre-health students, internships and job opportunities, articles, and consults on stimulating messaging.
- Organizes and executes events such as a medical school admission talks, alumni engagement seminars (including those at high-visibility events such as Homecoming, Family Weekend, etc.), speaker-driven lunches, and other activities that promote a sense of belonging within the pre-health community at Amherst.

#### 5% Financial

- Coordinates and completes the writing assistants' timesheets, tracks letter drafts and payments, and Human Resources paperwork in summer months.
- Tracks and balances the Health Professions Budget line and the Kauffman Fellowship grant disbursement.
- Administrates the post-baccalaureate students' application process and paperwork, including verifying and submitting their biweekly timesheets, working with Financial Aid Office to determine financial need and set up payroll, and working with the Controller's office to coordinate their timesheets and expense reimbursements.

5% Perform other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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### 3. Internal-External Interaction/Communication:

Internally, the Health Professions Specialist has daily meaningful interaction with a large volume of students as well as other employees of the Loeb Center. Performs in an introductory advisory role with the students, holding group advising sessions for new Amherst students (including first-year and transfer students). Conducts intake and assessment during appointment requests and advisor drop-in hours- answering students' questions that may not require a full advising appointment with the Health Professions Advisor- such as the proper resume layout and a basic timeline for medical school application. There are roughly 1000 individual appointments per year that the Health Professions Advisor conducts.

Communicates at least weekly with the Health Professions Committee Chair (Prof. William Loinaz, Physics), and occasionally with the Health Professions Committee (Prof. Loinaz and three other science faculty members), Registrar's Office (in verifying academic records and honors), Office of Financial Aid (to set up the post-baccalaureate students' payroll) and Controller's office (to coordinate the post-baccalaureate students' timesheets and expense reimbursements).

Externally, the Health Professions Specialist has regular communication with alumni who are in the medical school application process, multiple times per week – often daily. Works closely with outside speakers to plan pre-health events on campus. Verifies information, builds relationships and asks for guidance and clarification from both undergraduate advisors and medical schools' admissions deans, to help ascertain that consistent advising is given regarding application processes. In the spring and early summer, communicates on a regular basis with the national application services (AMCAS and AACOMAS) to clarify applicant questions.

The Health Professions Specialist is expected to travel 1-2 times a year to represent Amherst College: locally at 5-College advisor meetings and regionally at professional advisor meetings across New England with medical school admissions deans and Health Professions Advisors from other institutions.

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4. Education: (include certifications and licenses)

Required: Bachelor's degree, or 4 years of related experience in lieu of degree

Preferred:

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Experience: (List specific skills necessary to perform this job)

Required:

- 4 years of related experience
- Strong proficiency in Microsoft Word, Excel, and Outlook; demonstrated experience using the internet and database systems
- Sensitivity to issues of confidentiality
- Strong advocate for diversity with proven ability to work with a diverse population
- Excellent career counseling and advising skills with ability to understand diverse students' needs and concerns
- Strong time management skills with attention to detail and ability to multi-task
- Strong analytical and problem-solving skills
- Exceptional communication, interpersonal and customer service skills
- Strong writing and editing skills
- Results-oriented, with the ability to manage multiple assignments simultaneously while meeting aggressive schedules
- Ability to collaborate with faculty, students, administrators, and departments campus wide
- Capability to synthesize large amounts of complex data
- Demonstrated success taking initiative, working independently and collaboratively
- Advising experience

Preferred:

- Experience running events that incorporate individual students, student pre-health groups, alumni, and guest speakers.

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

The Health Professions Specialist spends 90% in the office and 10% in meeting rooms (meetings and lecture events at the College and outside of the college at workshops, conferences, and admissions/speaker events)

Repetitive motions including fingers, wrists, and hands; lift, carry, pull, and/or push 10 lbs; visual concentration – normal.

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7. Decision Making:

The Health Professions Specialist works closely with the Health Professions Advisor. While some correspondence with students and alumni throughout the different application processes is done independently, the Specialist frequently consults with the Advisor to maintain continuity of advice and utilizes institutional knowledge and experience.

Overall daily work is self-directed – prioritizing tasks, corresponding with applicants and students, writing and editing, spreadsheet maintenance, and deadline management.

The Specialist and the Health Professions Advisor work together to design workflows and other processes, and on both short-term and long range planning and overall improvement in outreach and programming.

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8. Supervision Exercised/Received:

Supervisory Responsibility:    Yes    X \_\_\_\_\_    No    \_\_\_\_\_

Number of Employees Supervised:   1   Amherst Post-Baccalaureate student intern

