

RE: National Exchange Officer Applications

Dear Colleagues,

The Australian Medical Students Association (AMSA) is opening applications for the position of National Exchange Officer (NEO) to lead the Australian exchange program as part of the Standing Committee of Professional Exchange (SCOPE) in the International Federation of Medical Students' Association (IFMSA).

The IFMSA is the largest medical student body in the world, run entirely by medical students. Its goals are to help medical students become culturally sensitive and internationally minded future doctors, as well as involve students in international health projects locally, nationally and even trans-nationally.

AMSA is a member of the IFMSA, and as such takes part in numerous of its projects. One such project is that involving a bilateral exchange program for medical students, designed to encourage students from all over the world to see, experience and work in a culture unlike their own. There are thousands of exchanges coordinated every year through the IFMSA.

AMSA is looking for an enthusiastic medical student to take on the role of National Exchange Officer, and coordinate this exchange program throughout Australia. As part of the role, the NEO will liaise with the five universities in Australia that currently have a local exchange committee, which is run by Local Exchange Officers (LEOs). Furthermore, the NEO should aim to promote and expand the exchange program within Australia to maximise its beneficial effect. To fulfill their role, the NEO will be invited to attend the General Assemblies of the IFMSA, held every August and March in different parts of the world.

So if you are the sort of person who likes travel, enjoys being in the company of people from other countries and have an interest in global health, then this is an opportunity you

What does the National Exchange Officer role entail?

The NEO position has several key responsibilities, which include:

- The coordination of exchange placements for overseas students within Australia
- To assist Australian medical students in their applications for exchange placements abroad
- The promotion of the SCOPE Exchange program to medical students within Australia, both throughout the year, and at events such as the AMSA GHC and AMSA Convention
- To explore the possibility of expanding the SCOPE Exchange program within Australia
- To complete and record the required documentation regarding exchange contracts with other National Member Organisations
- To attend and report to GHN monthly meetings via teleconference

How and when do I apply?

To apply for the position, please email, fax or post a CV (max 2 pages) and a covering letter (max 1 page) to Jake Parker, the AMSA Global Health Officer by **5pm SUNDAY, 27th of APRIL, 2008**. Applications received after this date will not be accepted.

What is the application process?

Applications will be considered by the current NEO, AMSA Global Health Officer and AMSA Vice President. The following points will be a key area of consideration and should be alluded to within the application:

- Knowledge and experience of AMSA and the IFMSA
- Previous involvement in exchanges or the SCOPE exchange program
- Demonstrated interest in global health
- Involvement in student organizations

Three applicants will be short-listed and will undergo a telephone interview. This will take place in the 2 weeks following the close of applications, so please ensure that you are contactable at this time.

Questions?

If you have any further questions or queries about the position, please don't hesitate to contact myself or Gloria Seah, AMSA National Exchange Officer 2007-08 (neo@amsa.org.au).

We look forward to you hearing from you, and good luck!

Jake Parker
Global Health Officer
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