

Important information for applicants

- **Who should apply:** Being a staff member of the AMSJ is a significant commitment of time and effort, and should not be taken on lightly, or by those who are over-committed in other areas. Most importantly, applicants should be genuinely keen to make a positive contribution to the AMSJ team. All assigned tasks should be effectively, promptly and whole-heartedly. The AMSJ is still a very young organisation, and applicants must be eager to positively shape the journal through its formative years.
- **Staff location and meetings:** For 2012, the AMSJ staff meetings will be held in Sydney (in a central location) on a weekend afternoon. Meetings will typically be monthly, although some may be as little as one week apart, or as many as two months apart. Staff members are expected to attend all meetings, with at least three week's notice being given before a meeting. If members are interstate, videoconferencing will be used for meetings and email updates and phone calls will be utilised as needed. Interstate members must be easily contactable and available at negotiated times to discuss AMSJ work.
- **Duration of commitment:** Three issues, or 18 months. This will be spent as follows:
 - 'See one': One issue working with and learning from the present staff team (Volume 3, Issue 1, released March 2012).
 - 'Do one': One issue working alone (Volume 3, Issue 2, released September 2012).
 - 'Teach one': One issue working with and teaching the next staff team (Volume 4, Issue 1, released early 2013).
- **The application process:** The recruitment process is conducted by the existing AMSJ staff, under the coordination of the Internal Director. Being a student organisation, we aim to make the process as friendly as possible, while still being professional. The process involved a number of stages:
 - Applying: Submitting a details page, cover letter, and curriculum vitae, as detailed below. On the details page, you will need to nominate two referees, who should have familiarity with your work, skills, or experience relating to the position you are applying. For most positions, ideally at least one of these referees should be an academic or clinician. Referees should not be family members or close friends of the applicant.
 - Blinding: All applications will be blinded by the Recruitment Officer to remove details such as names and University before shortlisting takes place.
 - Shortlisting: Applications will be shortlisted based on merit, and applicants will be notified of whether they have been shortlisted.
 - Interviews: Applicants must be available for an informal interview at a time and date to be arranged.
 - Notification: Interviewed applicants will be notified of the final outcome of their application.
- **Exclusions to application:** Unfortunately, for practical reasons, we cannot accept applications from the following students:
 - Students completing their final year of medicine in 2012 (i.e. applicants must be medical students in 2013).
 - Undergraduate students in their first year of medicine, unless they can establish very significant prior experience.
- **Start of commitment:** For successful applicants, the commitment will commence on the 1st of September, 2011.

- **Staff submission policy:** AMSJ Staff members are not permitted to submit work for publication in the AMSJ (except for editorials and the AMSJ blog).

Positions

Please download the position descriptions table for full information.

- **Positions available:**
 - Associate editors
 - Secretary
 - Financial Officer
 - Submissions Officer
 - Sponsorship Officers
 - Print Publications Officers
 - Online Publications Officer
 - Proof-Readers

Numbers being recruited for each role are limited.

Note: Where a suitable applicant cannot be found for a position, the AMSJ reserves the right to leave a position unfilled for this round of recruitment.

Key dates

- Due date for application for priority consideration (first round interviews) is Thursday, 30th June, 2011.
- Applications for final consideration will be closed on the 9th July, 2011.
- We anticipate that we will have two interviewing days, at the moment predicted to be on the 2nd and 9th of July.

Parts of the application

To be compiled as a single four-page Word or PDF document, and sent to recruitment@amsj.org before the closing date for applications.

- a) Details page (first page): This should include (in this order, with numbers):
1. Full name.
 2. AMSJ Staff Position being applied for.
 3. Other positions you are willing to be considered for in order of preference (include as many as you would like)
 4. University.
 5. Degree.
 6. Year of degree in 2011 (and total number of years of said degree).
 7. Undergraduate or postgraduate.
 8. Previous degree (where applicable).
 9. Mobile phone number.
 10. Email address.
 11. Residential address.
 12. Allocated hospital for 2011.
 13. Allocated hospital for 2012 (if unknown, put your first preference).

14. State the likelihood of you being allocated to a rural campus or clinical school for 2012.
 15. Availability for interview in Sydney during July.
 16. Name, position, phone number (preferably mobile), and email address of Referee 1.
 17. Name, position, phone number (preferably mobile), and email address of Referee 2.
- b) Cover letter (one page): Outlining your suitability for the position you are applying for.
- c) Curriculum Vitae (two pages): Outlining your experience and achievements in areas that relate to the position you are applying for. Should also provide some evidence of academic performance.