

Important information for applicants

Key dates

Sunday 20th June, 2010: Applications open.

Sunday 11th July, 2010: Applications close.

Monday 19th July, 2010: Applicants notified if they have been shortlisted, and interview times arranged.

Saturday 24th and Sunday 25th July, 2010: Informal interviews for shortlisted applicants at AMA House in North Sydney.

Sunday 1st August, 2010: Successful applicants notified, and their tenure begins.

Contacts

To submit an application, email recruitment@amsj.org with your name and the position you are applying for in the subject.

For enquiries about any aspect of the recruitment process, contact the Recruitment Officer at g.leo@amsj.org.



The application process

The recruitment process is conducted by the existing AMSJ staff, under the coordination of a temporarily-designated Recruitment Officer. 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 on either the 24th or 25th of July, 2010, at AMA House in North Sydney.
- **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 2010 (i.e. applicants must be a medical student in 2011).
- Undergraduate students in their first year of medicine, unless they can establish very significant prior experience.
- Those unable to attend regular staff meetings on Sunday afternoons in Sydney, unless they have discussed their particular circumstances prior to applying.

Start of commitment

For successful applicants, the commitment will commence on the 1st of August, 2010.

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 through executing assigned tasks 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 2011, the AMSJ staff meetings will be held in *Sydney* (in a central location) on *Sunday afternoons*. Meetings will typically be monthly, although some may be as little as one week apart, or as many as two months apart. Staff members must be able to attend all meetings, with at least three week's notice being given before a meeting. Unfortunately, this is prohibitive for most people who are outside of New South Wales or planning significant periods of overseas travel. If these people are still interested in being involved with the AMSJ, they should wait for future years (when the location of the staff body will likely shift to another city) or contact a representative of their medical society about being involved as a local AMSJ Representative.

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 2, Issue 1, released March 2011).
- *'Do one'*: One issue working alone (Volume 2, Issue 2, released September 2011).
- *'Teach one'*: One issue working with and teaching the next staff team (Volume 3, Issue 1, released early 2012).

Staff submission policy

AMSJ Staff members are not permitted to submit work for publication in the AMSJ (except for editorials).

Positions

Please download the position descriptions table for full information.

Positions available

- Associate editors (x7).
- Secretary (x1).
- Financial Officer(x1).
- Submissions Officer (x1).
- Sponsorship Officers (x2).
- Print Publications Officers (x2).
- Online Publications Officer (x1).
- Proof-Readers (x3).

Positions to be recruited internally

These positions will be filled at a later date by staff members who have already served for at least two issues in another position on the AMSJ staff (except in exceptional circumstances). These positions are not currently open for external application, although successful applicants for other positions may be able to apply for these positions after serving for at least two issues.

- Editors-in-Chief (x2).
- Executive Board (x3).
 - Chair (x1).
 - Executive Director, Internal (x1).
 - Executive Director, External (x1).
- Recruitment Officer (x1).

Positions to be recruited/nominated by individual Medical Societies

Arrangements will vary between universities.

- University representatives (x20).

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.

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** (one page): This should include (in this order, with numbers):

1. Full name.
2. AMSJ Staff Position being applied for.
3. Second preference AMSJ Staff Position being applied for (optional).
4. University.
5. Degree.
6. Year of degree in 2010 (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 2010.
13. Allocated hospital for 2011 (if unknown, put your first preference).
14. State the likelihood of you being allocated to a rural campus or clinical school for 2011.
15. Availability for interview on the 24th and 25th of July (weekend).
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.