



## RECRUITMENT

| Position                                       | Internal Relations  | External Relations   | Principal Roles   | Essential Qualities   |
|--|---|--|---|---|
| <p><b><i>University Representative</i></b></p> | <ul style="list-style-type: none"> <li>• Director (<i>External</i>)</li> <li>• Publicity Officer</li> </ul> | <ul style="list-style-type: none"> <li>• Medical school research coordinators</li> <li>• Medical student society research representatives</li> <li>• Research event coordinators</li> <li>• University medical student body</li> </ul> | <ul style="list-style-type: none"> <li>• Distribute journals to medical students</li> <li>• Promote submissions, events and recruitment notices</li> <li>• Liaison with the Publicity Officer in regards to university-specific journal promotion and engagement</li> </ul> | <ul style="list-style-type: none"> <li>• Good spoken and written communications skills</li> <li>• Efficient time management</li> <li>• Ability to follow direction</li> <li>• Responsive to email</li> <li>• Good team player</li> <li>• Collaborative</li> </ul> |