

STUDENT LIAISON OFFICER

In2MedSchool

In2MedSchool is a widening participation initiative that consists of a group of medical students and junior doctors helping underprivileged school children apply to study Medicine and related subjects at University.

Events Team

The events team runs bi-monthly events that are designed to inform and educate our audience on various aspects of the application process and medical school. These events will either be live streamed onto our YouTube channel or, they can be bespoke workshops designed to provide personalised feedback.

Role Description

In charge of creating sign up and pre-webinar forms via Google Forms for students and feedback forms via MedAll
MAIN COMMUNICATOR with students via email before, during & after the event

- Sign up forms on Microsoft forms
- Feedback form via MedAll (Ensure using the I2MS set of questions for Feedback, vary according to type of event)

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- Communicate with students to give them information about the event before and after the event
- WORKSHOPS/ F2F events : 2 strike policy (with mentoring programme) needs to be implemented in the sign up form if students cancel within 24hrs/ don't show up, attendance will be taken during the workshop
- Ensure to check the Events Inbox every 48 hours to look through emails coming in from students (if any issues, raise it with the directors)

Application Process

Please click [here](#) to send in an application. Shortlisted applicants will be invited to an interview.

Line Manager

Charmaine Lim and Anna Corriero are the Events Co-Directors for In2MedSchool and will be your line manager.

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Contact Us

For more information about the role, please contact:

- Charmaine and Anna:
 - Email Address: eventsdirectors@in2medschool.com

For more information about In2MedSchool, check out our social media or send us an email.



@In2MedSchool



<http://linkedin.com/company/in2medschool>



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www.in2medschool.com



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