

## **AMSJ University Representative – Position Description**

**Brief:** To be the AMSJ’s formal representative at the university in question, and to be the central point of contact between the AMSJ Executive/Committee and the medical students at that university.

AMSJ University Representatives will be formally acknowledged as staff members of the AMSJ in any issues in which they are involved.

The following is a very detailed description of potential responsibilities that the role may entail. However, time demands for the role over the duration of the year will not be extremely significant – it would not be considered a ‘full time’ role. Responsibilities will become more significant during certain periods of the journal, such as submissions, peer review, and distribution.

1. Peer-reviewers
  - a. Independently locate and recruit suitable academics and clinicians to the AMSJ peer-reviewer database
  - b. If asked by AMSJ Editorial Staff, assist in locating a suitable reviewer for a particular article
2. Advertising and promotions
  - a. Communicate with AMSJ executive regarding all AMSJ advertising
  - b. Organise and co-ordinate advertising and promotions on behalf of the AMSJ at the university and medicine related events (including affiliated schools: medical sciences, exercise and sports sciences, allied health)
  - c. Advertising may include:
    - i. Print and other media (e.g. posters)
    - ii. Emails
    - iii. Websites
    - iv. In person
  - d. Promotions may include:
    - i. Launch party
    - ii. Recruitment drive
    - iii. Distribution event
3. Distribution
  - a. Communicate with AMSJ executive regarding distribution of AMSJ publications including advertising and promotions
  - b. Collect publications and ensure security until launch
  - c. Organise and co-ordinate distribution to target audience in a manner that ensures maximum exposure and uptake
  - d. Target audience may include
    - i. Medical students
    - ii. Faculty members with an interest in student research

- iii. Hospital staff and affiliated clinicians with an interest in teaching and student research
- 4. Survey
  - a. Conduct surveys on student opinion regarding the AMSJ in general, distribution, interest in submitting, and feedback on publication appearance, layout, content, size, etc, if required at some stage by the journal
  - b. Communicate results of surveys to AMSJ executive
- 5. Recruitment
  - a. Communicate with the AMSJ Recruitment Officer
  - b. Advertise AMSJ positions when requested by AMSJ executive (not in the impending future)
  - c. Collect submissions
  - d. Check submissions for compliance with guidelines, where necessary
  - e. Send checked submissions to AMSJ executive
- 6. Miscellaneous
  - a. Contribute to and furthering the successes of the AMSJ through regular communication with members of the AMSJ
  - b. Communication may include:
    - i. Email
    - ii. Video conference
    - iii. Telephone or SMS
  - c. Remain receptive to opportunities that may benefit the AMSJ and report these to the AMSJ executive
  - d. Opportunities may include
    - i. Sponsorship
    - ii. Events
    - iii. Guest authors
  - e. Act as an ambassador for the AMSJ at university events in an official or unofficial capacity in order to improve awareness of the AMSJ, what the AMSJ does, how to submit to the AMSJ, how to receive a copy of or remain up to date with the AMSJ
  - f. University events may include
    - i. Official occasions (e.g. launches and openings, awards ceremonies, visiting politicians, academics, or VIP)
    - ii. Medical student society council meetings
    - iii. Social events (e.g. sports days)