



# International Office

College of Medicine  
Alfaisal University

Departments & Job Descriptions  
2023-2024



## International Office

The International Office establishes, maintains, and expands the College of Medicine's (CoM's) global network through local and international partnerships. We aim to support students at every stage of their med school journey and even after graduation. The Office actively discovers innovative and collaborative opportunities in medical education, clinical training, research, community service, and volunteering. The Alfaisal MedHub platform, the Office's online global career guidance and community service arm, organizes the Career Guidance Series and Podcasts with engaging topics. Through the AlfaMed Digital Platform, the Office also brings together the CoM alumni, students, and faculty. Additionally, the Office also works toward establishing institutional subscriptions and discounts for educational resources, Qbanks, insurances, immunizations, flight tickets, and other services.

The International Office operates and provides its services through the following departments:

- ❖ Community Partnerships Department (Ta'awanu Initiative)
- ❖ Global Opportunities Department
- ❖ Graduate Relations and Development Department
- ❖ Institutional Subscriptions and Corporate Discounts Department
- ❖ International Accreditation Department
- ❖ Public Relations Department
- ❖ Student Development Department

**Every applicant** is expected to exhibit the following qualities:

- Professionalism
- Confidentiality
- Punctuality
- Time management skills
- Fluent in English
- Organized
- Hard working
- Teamwork



## Departments & Job Descriptions

### **Community Partnerships Department (Ta'awanu Initiative)**

Ta'awanu is a student-led initiative that aims to expand community partnerships between the College of Medicine, Alfaisal University and community healthcare organizations and medical societies in Saudi Arabia. Community service and volunteer work offers medical students the chance to demonstrate commitment to medicine. Moreover, it is a great way for medical students to expand their horizons and develop new skills.

In line with the vision, mission, and values of the College of Medicine at Alfaisal University, Ta'awanu aims to provide medical students with the opportunity to connect with local community organizations and provide their best service through research and volunteering.

Ta'awanu aims to fulfill Alfaisal University's mission in achieving excellence in addressing the community's health needs through effective community partnerships.

#### Specific Requirements:

Professional writing skills

Communication skills

Fluent in English

Fluent in Arabic



## Graduate Relations and Development Department

### Alumni Lecture Series Team

Contacts alumni and organizes lecture series on personal and professional development.

Specific Requirements:

Professional writing skills  
Communication skills

### Alumni Engagement Team

Contacts alumni and maintains the alumni database. Facilitates the appointment of batch leaders and chapter leaders of the Alfaisal Medical Alumni Association.

Specific Requirements:

Professional writing skills  
Communication skills

### Alumni Mentorship Program (AMP) Team

Bridges the gap and connects alumni with the current students, and senior alumni with the fresh graduates by creating and maintaining mentorship opportunities.

Specific Requirements:

Professional writing skills  
Communication skills



## Global Opportunities Department

### **SPiRiT Team**

Develops and maintains relationships with international institutions for research programs.

Specific Requirements:

Professional writing skills

Communication skills

Fluent in English

### **LRTiP Team**

Develops and maintains relationships with local institutions for research programs.

Specific Requirements:

Professional writing skills

Communication skills

Fluent in English

### **ICEP Team**

Establishes affiliations and/or programs with international institutions for clinical electives.

Specific Requirements:

Professional writing skills

Communication skills

Fluent in English



## Public Relations Department

### Social Media Team

Maintains regular, appropriate, and interesting feed on the International Office, Alfaisal MedHub, & Ta'awanu social media accounts (Twitter, Instagram)

Specific Requirements:

Reasonable experience in handling Twitter and Instagram accounts

### Design Team

Designs posters, flyers, booklets, and social media content.

Specific Requirements:

Reasonable experience in Adobe Photoshop® and/or Canva®.

### Video Editing Team

Responsible for editing videos for Alfaisal MedHub YouTube channel.

Specific Requirements:

Reasonable experience in video editing



## Student Development Department

### Alfaisal MedHub Career Guidance Series (CGS) Team

Alfaisal MedHub is an initiative under the umbrella of the International Office, CoM that aims at creating an online global community of medical students. Alfaisal MedHub covers a broad range of topics that are common to medical students all around the world. The **Career Guidance Series** and **Podcasts** are two of the prime initiatives under the Alfaisal MedHub.

#### Specific Requirements:

Public speaking skills (hosting)  
Professional writing skills  
Communication skills  
Fluent in English

### Alfaisal Scholar Program in Research Excellence (ASPiRE) Team

The Alfaisal Scholar Program in Research Excellence (ASPiRE) offers participants a unique and immersive experience and training in basic, clinical, and medical education research. The ASPiRE program contributes to the College's vision in preparing physicians who actively contribute to medical research. The ASPiRE program accommodates more than 400 participants annually under several initiatives such as **Basic (BRT) program, Clinical (CRT) program, Medical Education (MERT) program, Journal Clubs** and others.

#### Specific Requirements:

Public speaking skills (hosting)  
Professional writing skills  
Communication skills  
Fluent in English  
Event management skills



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## Contact Information

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### International Office

Medical Students' Association  
College of Medicine, Alfaisal University  
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