



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
- ❖ International Accreditation
- ❖ Public Relations
- ❖ 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
- Fluency in Arabic (Optional)

Note: Recruitment for this department will open soon



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
Fluency in Arabic (Optional)

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



Contact Information

Directors: Sarah Aldahoul (saldahoul@alfaisal.edu) & Abduljalil El-Sibai (aelsibai@alfaisal.edu)

International Office

Medical Students' Association
College of Medicine, Alfaisal University
Riyadh, Kingdom of Saudi Arabia

Email: iocom@alfaisal.edu