

Student Committee – Events and Education Coordinator

1. Position Description

The events and education coordinator (EEC) will be required to contribute to the running of the Australasian College of Paramedicine (ACP) Student Committee in conjunction with other committee members. The EEC is responsible for the ACP student events and education related activities. The EEC has a responsibility to align with ACP's vision, mission statement and strategic goals.

This role will work closely with the ACP events coordinator and administrator and members of the student committee: chair, co-chair, regional coordinator, marketing/social media coordinator and communication/research coordinator.

2. Key Responsibilities

Events

- Organises student events including seeking topics, sourcing speakers, drafting agenda and meeting logistics (i.e. zoom conferencing).
- Align events with ACP student committee strategic objectives and goals.

Education

- Promoting educational material to Universities.
- Maintaining the resource library.

3. Reporting Requirements

Reporting to:

- Student Chair

4. Key Performance Indicators (KPI's)

- Set up communication pathways between ACP student committee and University student committees.
- Establish a library of education resources.
- Organise 5-10 events per year including the National and state-based conferences.