

# RCSI

# smj

Royal College of Surgeons in Ireland  
Student Medical Journal

# Application for the Position of: **Executive Secretary**

Please note that the deadline for submission of this application is **Saturday May 27th, 2023**.

Potential applicants may be invited for an informal interview and/or a second-round application.

Please email all applications to **[submissionsmj@rcsi.ie](mailto:submissionsmj@rcsi.ie)**

**Note:** if you wish to apply to more than one position, please submit an application for each position

# RCSI<sup>smj</sup> Application form

## Position: Executive Secretary

Name:

Email address:

Mobile number:

Course and Year:

**Note: this position is open to students in all years. We encourage all students to apply, irrespective of experience.**

Prior degree, if applicable:

1. Have you ever been involved with or published in the RCSI<sup>smj</sup>? If yes, please provide details.
2. Have you ever had your work published? If yes, please provide details.
3. Do you have prior experience in this position or a similar position? If yes, please provide details (**no more than 300 words**).
4. Are you involved in any other RCSI societies? If yes, please list society and position.

5. Please list the organisational, time management, technological, and/or administrative skills you possess that you believe are needed for this position (**no more than 300 words**).
6. In less than 5 sentences, please comment on why you would be ideal for this position.

Thank you for your application. Any queries you may have can be directed to [submissionssmj@rcsi.ie](mailto:submissionssmj@rcsi.ie)

We look forward to welcoming you to our team.

Sincerely,  
RCSI<sup>smj</sup> Executive Staff  
2023