

Title of Position: Student and Early Career Programs Coordinator

Reports to: Director of Membership

Position Summary

The primary goal of this position is to promote careers in equine veterinary medicine, educate student members regarding our available educational programs and opportunities (labs, lectures and scholarships) and encourage veterinary students to pursue national student membership with the AAEP. Encouraging student membership is vital to the AAEP, providing future membership upon graduation, thus ensuring continued growth of the Association. All provided student programs are the springboard for a well-rounded equine veterinarian and AAEP member. Additionally, this position will work with those veterinarians early in their careers and will be involved in any future program development for that sector.

Duties

1. Act as staff liaison to the Student Programs work group by working with chair to execute goals and objectives. Annually discuss the past year's accomplishments and make plans for next year's improvements through list serv, conference calls and meetings.
2. Arrange essential skills workshops each semester while providing chapters information packets. Coordinate with the working group travel, equipment, supplies and speakers for each course at host school.
3. Support and maintain internship and externship information on a daily basis for the Avenues Internship/Externship web site. Coordinate and host Avenues Career Night during the Annual Convention. Host participating Avenues practices for students to learn about internship/externship/career opportunities. Contact Avenues practices regarding current and future interns and maintain exit surveys for interns and practices to gain perspective on their current program and pinpoint ways to improve for the next year.
4. Serve as staff contact for student chapters, student chapter advisors and any other associations or groups working with AAEP's student chapters.
5. Work with membership team to ensure student membership growth and retention.
6. Coordinate promotion of available scholarships and selection of winning candidates.
7. Assist with promotion and organization of AAEP's mentoring program.
8. Involvement with new programs developed for those early career veterinarians as they transition from internship to associates.

To submit your resume for consideration or to inquire about this opportunity, please contact Nick Altwies at naltwies@aaep.org.