Call for applications

Job Title: PharmD Ambassador
Duration: 12 months, renewable
Start Date: December 11, 2023
Immediate Supervisor: Dr. Christine Landry, Director, PharmD Program and Accreditation
Application Deadline: November 24, 2023, at 4:00 p.m.

Purpose of the role
To help promote uOttawa's undergraduate Doctor of Pharmacy program in French by sharing your university experience with potential applicants. As a PharmD Ambassador, you will have the opportunity to carry out a wide range of tasks according to your interests and skills, in order to contribute to the success of various recruitment projects.

Roles and responsibilities (not an exhaustive list)
- Act as a spokesperson and proudly represent the PharmD program.
- Based on your availability, take part in PharmD recruitment activities in French on campus and off site, such as introduction to pharmacy sessions, Open House events, etc.
- Share your university experience with various target audiences.
- Provide general information on the program as specified on the website and present the various services offered to the student community.
- During recruitment events:
  - Give interesting and informative presentations;
  - Welcome visitors and answer their questions;
  - Host information booths and campus tours;
  - Direct visitors to strategic points on campus (PharmD administration, spaces, cafeteria, etc.).
- Represent the PharmD program by visiting high schools and CEGEPs within and outside the National Capital Region, according to availability.
- Participate in networking events as available.
- Promote recruitment activities on social networks.
- Help with organization and logistical support during promotional and/or recruitment activities (moderate on Zoom, set up rooms by displaying promotional materials, put up posters, etc.).
- Actively participate in the PharmD Ambassador program and actively take part in at least 75% of meetings (frequency as needed).

Benefits of becoming an Ambassador
- The opportunity to develop your communication skills, presentation techniques, networking skills and team work.
- The chance to meet potential employers and develop your network.
- Experience to add to your CV.
- The opportunity to meet other students and proudly represent the PharmD program.
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Specific skills and requirements
- Be a student in the University of Ottawa’s undergraduate Doctor of Pharmacy program.
- Be dynamic and enthusiastic.
- Have a welcoming attitude, demonstrate professionalism and good oral communication skills.
- Easily navigate the PharmD website and have solid knowledge of the program.
- Be available to participate in introduction to pharmacy sessions (evening) and fall Open House events (weekend), among other activities.

Additional information
- A call for applications will be sent out at the beginning of each school year. It will therefore be possible to renew your Ambassador role by applying again.

Application documents
- Cover letter
- Short CV

Contact
All those interested in applying are invited to send the required documents by email to pharmd@uottawa.ca.

All applications received after the deadline or incomplete will not be considered. Please specify the title of the job for which you are applying.