



Medical School Coordinator Role

UNDERGRADUATE JAMP STUDENTS:

- Coordinate JAMP summer programs and ensure curricula meet needs of summer students and align with other medical school programs at same level.
- Provide support to JAMP students during summer program.
- Compile evaluations and discuss with students prior to departure from summer program.
- Provide schedule to students for reporting full-length MCAT exam scores to JAMP Medical School Coordinator (MSC) and JAMP Faculty Director (JFD) for tracking (*Following Summer I program, if applicable*).
- Mentor students that attended your summer program for one year.
- Follow-up with students at least once a semester (more frequent contact is encouraged) to inquire about students' activities and progress.
- Answer questions students have regarding medical school application process and any other issues.

PRE-JAMP STUDENTS:

- Attend Pre-JAMP activities arranged by JFDs at regionally assigned institutions. Conduct presentations and, if possible, arrange for JAMP medical students to participate.
- Plan and organize your institutions' symposium for Pre-JAMP students from regionally assigned undergraduate institutions and notify JFD's of date and agenda.
- Coordinate with JFDs from regionally assigned institutions to organize trip for Pre-JAMP students selected by JFDs to attend a symposium or campus visit at your medical school.
- Coordinate JAMP interviews.

MEDICAL SCHOOL STUDENTS:

- Distribute scholarship checks to JAMP medical students.
- Organize and maintain JAMP medical student group activities in order to retain close relationships with students.
- Provide academic status and updates on JAMP medical students to the administrative office.
- Oversee JAMP medical students' involvement in medical school activities such as attending Pre-Medical fairs (recruiting), Pre-Medical Conferences, assisting with interview days, etc.

OTHER:

- Preparation and completion of annual budget and end of year expense report.
- Completion of the activity report, when requested.
- Attend JAMP council meeting and/or retreats to discuss JAMP policy and program improvement.
- Maintain communication with other JAMP medical school coordinators on JAMP related matters.
- Manage the Medical School JAMP Facebook page.