



CFMS FEMC
Canadian Federation
of Medical Students Fédération des étudiants et des
étudiantes en médecine du Canada

CANADIAN FEDERATION OF MEDICAL STUDENTS

**Call for Applications: National Officer for
Information Technology**

Deadline: Oct 22, 2016

The Canadian Federation of Medical Students (CFMS) is seeking candidates for the position of **National**

Officer for Information Technology (also known as the CFMS IT Officer).

This National Officer portfolio spans a 19-month period, including overlap with both your predecessor and successor:

- October/November – July (as *IT Officer Jr.*)
- August – July (as *IT Officer Sr.*)

The first 9 months of the position will be spent as the National Officer for Information Technology (Jr.), during which time you will work alongside our current National Officer for Information Technology (Sr.). In August, you will become the National Officer for Information Technology (Sr.) and, along with a new Jr. Officer, will continue to develop the portfolio.

POSITION DETAILS

- The National Officer of Information Technology serves an important role in the **service and maintenance of CFMS technological infrastructure.**
- The officer **works closely with the VP Communications, VP Student Affairs, and CFMS General Manager** as well as other Executives, National Officers and CFMS Representatives on an ongoing basis.

OVERVIEW OF RESPONSIBILITIES

The responsibilities can be divided into 2 functions:

1. Technology
2. Communications & Services:

Technology

- General maintenance and improvements/upgrades to the **CFMS website** (<http://www.cfms.org>), both directly and in liaison with website development companies.
- Management and troubleshooting of **CFMS website login accounts.**

- General maintenance and improvements/upgrades to the **CFMS mailing server**
 - Including the **Executive, Global Health, GAAC reps, CFMS reps and Presidents' listservs**.
 - Runs on **GNU Mailman 2.1**, with a host-provided frontend.
- **Development and support of CFMS member initiatives and projects**, including but not limited to:
 - **CFMS Electives & Interviews Feedback Database** – used to facilitate member feedback on electives & CaRMS interviews
 - **CFMS Accommodations Database** – allows for members to list housing available for electives & interviews
 - **Global Health Blog**

Communications & Services

- Work closely with the **VP Communications and other Executives** as appropriate, in order to:
 - **Manage announcements and upload website content** (including articles, documents, and photographs)
 - Integrate website offerings with **social networking** tools like Twitter and Facebook
- Work closely with the **VP Student Affairs and external partners** to run sponsorships, including but not limited to:
 - *Members-only services and discounts*
 - *Sponsored website content* integrated into the CFMS website
 - *McGraw-Hill bookstore and MD Financial Management tools and information page*

SKILLS REQUIRED

- **Information Technology Skills:**
 - **Essential Requirements:**
 - Significant experience with basic web technologies such as **HTML, CSS, and Javascript**.
 - Experience with **shell scripting, SSH, and SFTP**.
 - **Image manipulation** skills (Adobe Photoshop, Adobe Illustrator).
 - **Preferred:**
 - Experience with **CSS preprocessors** (eg. SASS).
 - Experience with **static site generators** (especially Jekyll).
 - Familiarity with the **Markdown** markup language.
 - Experience with **AngularJS**.
 - Graphic design competence.

- ***Organization and punctuality***
 - A systematic approach to handling major and minor responsibilities is an asset.
- ***Strong self-starter personality and the ability to take initiative on goals and projects***
 - Others will rely on you to develop and maintain infrastructure for various CFMS projects with minimal technical guidance or assistance.
 - Significant “on-the-job” training will be expected, with guidance from the current National Officer for Information Technology.
- ***Interpersonal and communication skills***
 - Must correspond via email and phone with other CFMS Representatives, as well as representatives of external organizations.
 - From time to time, you will be expected to present at CFMS Executive and general meetings

CURRENT CFMS NATIONAL OFFICER FOR INFORMATION TECHNOLOGY

Feel free to contact **Stephen Leung**, *National Officer for Information Technology (Sr.)* for more information on this position: sleun090@uottawa.ca