

## **Description of the duties of experts**

### **Job Description of Talented Students Experts**

- Timely and regular attendance and full time.
- Observance of administrative and Islamic manners in the workplace.
- Guiding and answering to the referring students regarding the regulations of talented students.
- Carrying out current affairs under the direct supervision of the Secretary of the Commission.
- Continuous communication with the experts of the Center for the Study and Development of Medical Education.
- Continuous communication with the experts of the Center for the Study and Development of Medical Education of the Ministry of Health and Medical Education.
- Continuous communication with talented faculty liaisons.
- Preventing the presence and establishment of unrelated people.
- Inquiry about the moral status and a file from the university disciplinary committee.
- Pursuing talented students to continue their education.
- Coordination to hold related workshops.
- Attendance and establishing order in the relevant workshops.
- Preparation of relevant minutes.
- Archiving of incoming and outgoing letters.
- Submitting weekly and monthly reports to the Secretary of the Commission.
- Preparation of relevant letters.

### **Job Description of the Olympiad Experts**

- Timely and regular attendance and full time.
- Observance of administrative and Islamic obedience in the workplace.
- Guiding and answering the students regarding how to hold the Olympiad.
- Registration of Olympiad students.
- Timely information about all new information submitted by the Olympiad Secretariat of the Ministry of Health, Treatment and Medical Education.

- Coordination of preparation classes in different areas.
- Attendance and creating order in Olympiad preparation classes and workshops.
- Coordination for holding intra-university exams.
- Related letter typing.
- Carrying out current affairs under the direct supervision of the person in charge of the Olympiad.
- Continuous communication with the Olympiad experts of the Olympiad Secretariat of the Ministry of Health, Treatment and Medical Education.
- Asking the opinion of the candidates in the fields to create facilities and solve problems.
- Accompanying Olympiad students to participate in extracurricular workshops.
- Preventing the presence and establishment of unrelated people.
- Coordination of relevant meetings.
- Sending invitations.
- Preparation of minutes.
- Archiving of incoming and outgoing letters.
- Submitting weekly and monthly reports to the Secretary of the Commission.
- Preparation of relevant letters.

**The End**