

Internship Placement Form

Background Information:

Name of Organization/Unit: The Square Alumni Foundation

Organization Webpage: www.squarealumni.org

Full Address of Organization/Unit: 40 Allée des Brises du Fleuve, #306, Verdun, Quebec H4G 3M9

Description of Your Organization: The Square Alumni Foundation is a charity organization that supports pharmacy education in sub-Saharan Africa. The Foundation provides a way to pool experiences and resources of Square Alumni and other UK pharmacists to help improve health care delivery in sub-Saharan Africa. It does this particularly by motivating pharmacists to make a difference by sharing their experience, resources, and funding to help pharmacy education, thus, improving healthcare where it is most needed. The Square Alumni Foundation has already helped students in Namibia, Botswana, Malawi, and Ethiopia.

Contact Name/ Supervisor: Philip Harrison

Placement Description & Logistics:

Nature of Internship: Hybrid

Title of Internship Position: Project Coordinator Intern

Role Description: The intern would work with the Square Alumni Foundation founder and the member of McGill faculty, assisting with the management of the Square Academy e-learning program.

Task	Internship Tasks	Expected Outputs (Deliverables)
1	Understand the role and functioning of The Square Alumni Foundation	A presentation and written document about the Foundation and its work
2	Manage the online lecture platform, including the formatting of lectures	Timely management of platform and formatting of lectures
3	Assisting with video edits and accessing of references for the presentations	Video lectures and references reviewed and edited
4.	Additional tasks may be assigned.	Timely completion of assigned tasks

Additional Information:

Number of Interns: 1

Proposed Start Date: 2022-09-05

Proposed End Date: Flexible

Number of Work Hours per Week: 15-20 hours per week.

Additional Information: This position may convert to a job position.