AO Spine Asia Pacific (AOSAP)
Regional Education Officer - Job Description

Position:	AO Spine Asia Pacific (AOSAP) Regional Education Officer
Reporting to:	Chairperson of AOSAP Regional Board Chairperson
Term	Single terms of 3 years
Start date:	1st July 2028
End date:	30th June 2031
Note:	1 year as Education Officer-Elect (not sitting on AOSEC) – 1 Jul 2027-30 Jun 2028

Responsibilities:

- To represent the Educational needs on the AO Spine Asia Pacific Board (AOSAP)
- To represent the Regional Educational needs in the International Educational Commission (AOSEC)
- To develop education programs according to the AOSAP members' needs:
  - Develop and manage the AOSAP education plan
  - Develop and implement a program that integrates different channels and educational formats
  - Identify the mechanisms and processes to maximize access to AOSAP educational programs
  - Develop balanced educational programs for orthopedic surgeons and neurosurgeons
- To review and to approve the content of the educational programs within AOSAP, certifying the integration with AO Spine Principles and Curriculum
- To manage the development of the Chairman and Faculties program including selection, progress and evaluation
- To manage the AO Spine Continuing Education Program:
  - Supervise and ensure the offer and the quality of face to face and virtual activities
  - Manage the design, development, and update of the educational materials
  - Coordinate the scientific content and promote student / teacher interaction on the virtual platform
- To use the AO Spine guidelines and management tools to efficiently and effectively manage the courses processes
- To search for quality events sponsored by corporations and academic institutions, whenever possible
- To work together with the Community Development Officer to promote AO Spine education programs
- To ensure that the AO Spine brand is correctly displayed at all educational events
- To adopt key aspects of teaching and learning AO Spine principles at the AOSAP events.

Requirements:

- Active AO Spine member with valid membership
- Orthopedic surgeon with more than 70% of practice in spinal surgery
- Holds or has held a position in the Country Council (includes 'Member at Large' position）
- Good/clear communicator, good listener; ability to work in multi-cultural environments and good command of English
- Highly motivated to build and manage educational programs for all member groups
- Have a position at a university or be involved in a sustained academic activity that can be demonstrated.
- Has participated in AO Spine/AO Faculty Development Program (T4F, FEP, CEP or equivalent event)
- Has been Faculty/Chairperson at AO Spine educational event
- Good management skills and organization of projects, as well as good computer skills
- Is prepared and able to travel to represent the interests of all AOSAP members
- Uses management planning tools, programs, and AO Spine guidelines
- Is prepared to spend the equivalent of two (2) unpaid days per month on education matters
- Shall have no relationship with any commercial company that can be perceived as a conflict of interest
- Works and resides in Asia Pacific

Preference:

- Has a personal interest in education and is recognized as a good educator
- Good relationship with regional and international Academic Spine Societies
- Good international academic experience inside and outside AO Spine
- Being a good team organizer and being able to set the directions to work together and achieve goals.