

WORK STUDY PROGRAM JOB POSTING

JOB TITLE: EUSP2 - Assistant Editor Journal of Borderland Studies

DEPARTMENT NAME: European Studies Program

CONTACT NAME: Emmanuel Brunet-Jailly

JOB DESCRIPTION:

Assistant editor for the Journal of Borderlands Studies – this is a job in which most well organized and literate undergraduate students can perform well.

A student with a strong interest in the English language, writing, or simply interested in the work behind the production of a publication may be a strong candidate. The position is open to all interested students on the basis on dedication and desire to learn to do the job well: this includes filling and following up on manuscripts, writing and following up on reviewers, and working in close relation with the Journal editors. The work includes training to use software that facilitates all communications between authors, reviewers and editors. In addition to these administrative tasks you will have opportunities to undertake research projects.

QUALIFICATIONS:

Undergraduate student with an interest in Border Studies, who is well organized and be able to work independently. Must have good writing and research skills. Must also be able to communicate effectively and professionally with colleagues around campus and through email. Must be flexible in order to complete a variety of tasks. Experience using Microsoft Office, social media sites and Dreamweaver helpful but not mandatory.

JOB LOCATION ON-CAMPUS: HSD A350

WORK STUDY WAGE: \$11.00 Department Top up: +\$4.00

HOURS AVAILABLE: 100

HOW TO APPLY: Please send cover letter and resume to Emmanuel Brunet-Jailly ebrunetj@uvic.ca

**Applicants must be eligible for Work Study program. For details go to
<http://registrar.uvic.ca/safa/workstudy/workstudyindex.html>**