

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MALA 2 - Editorial Assistant

DEPARTMENT NAME: The Malahat Review

CONTACT NAME: L'Amour Lisik

JOB DESCRIPTION:

Assist *TMR's* staff with a variety of editorial tasks including screening submissions received on Submittable in two to three genres (poetry, fiction, creative nonfiction) prior to their being assigned to editorial board members; screening contest entries; proofreading and copyediting new issues; shadowing the Editor in meetings including editorial board meetings and contest meetings; compiling data for grant applications; proofreading grant applications; brainstorming new special issues, guest editors, and contest judges; sorting archival material; and other related duties, as time permits.

QUALIFICATIONS:

The successful candidate must be able to critically assess poetry, fiction, and/or creative nonfiction, and have a strong interest in or knowledge of contemporary writing, especially Canadian literature. They must be familiar with Word and Excel. An excellent command of English is required. An undergraduate or graduate Writing or English student is preferred. Grant writing knowledge is an asset, but not required.

JOB LOCATION ON-CAMPUS: Clearihue Building

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 120

HOW TO APPLY: Email resume to malahat@uvic.ca with subject line: WORK STUDY Attn L'Amour Lisik, Managing Editor

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>