

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

NON UNION

**JOB TITLE:** PADM3 - Publications and Research Assistant  
Journal of Borderland Studies and  
Canadian American Public Policy

**DEPARTMENT NAME:** School of Public Administration

**CONTACT NAME:** Emmanuel Brunet-Jailly

### **JOB DESCRIPTION:**

Publication and research assistant for the Journal of Borderlands Studies and the Canadian American Public Policy (CAPP) to help with journal submissions, liaising with authors, and tracking submissions' status; CAPP is a new journal to UVic. This is a job in which most well organized and literate 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:**

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:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$3.00 start typing here

**HOURS AVAILABLE:** 100

### **HOW TO APPLY:**

Applicants must be eligible for Work Study Program  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

Please send cover letter and resume to Emmanuel Brunet-Jailly [ebrunetj@uvic.ca](mailto:ebrunetj@uvic.ca)

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