

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CHIL2 - Research Assistant IJCYFS
DEPARTMENT NAME: SCHOOL OF CHILD AND YOUTH CARE
CONTACT NAME: Caroline Green

JOB DESCRIPTION:

Your work with the Editor of the International Journal of Child Youth and Family Studies. Your job will include the following tasks

- Assist with communication with authors and reviewers
- Alert reviewers about the deadlines
- Alert editors of upcoming deadlines
- Assist editors with sending submitted manuscripts for pre-review
- Assist editors with identifying suitable reviewers
- Other duties as assigned by the immediate supervisor

QUALIFICATIONS:

- Scientific knowledge of the CYC field
- Sound organizational skills
- Strong oral and written communication skills
- Works well in a team environment

JOB LOCATION ON-CAMPUS: Online

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP-UP: \$2.00/hour

HOURS AVAILABLE: 100

HOW TO APPLY: Send a cover letter and resume as a single pdf file to:
Caroline Green (greenc@uvic.ca)