

2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MALA-1 Editorial Assistant

DEPARTMENT NAME: The Malahat Review

CONTACT NAME: L'Amour Lisik

JOB DESCRIPTION:

Assist *TMR*'s staff with a variety of tasks, including:

- *screen submissions received on Submittable in three genres (poetry, fiction, and creative nonfiction) prior to their being assigned to editorial board members;
- *log and process electronic contest entries;
- *help with proofreading, contest screening, and other editorial tasks;
- *contribute issue summaries to website archival project;
- *other related duties, as time permits.

QUALIFICATIONS:

The successful candidate must be able to critically assess poetry, fiction, and creative nonfiction; have excellent computer skills; be familiar with Word and Excel, and a strong interest in and/or knowledge of contemporary writing, especially Canadian literature. An excellent command of English is required. An undergraduate or graduate Writing student is preferred.

JOB LOCATION ON-CAMPUS: Rm 202a, McPherson Library

WORK STUDY WAGE: \$15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:

HOURS AVAILABLE: 120

HOW TO APPLY: Email cover letter and resume to malahat@uvic.ca attention: 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>