JOB TITLE: MALA1 - Editorial Assistant

DEPARTMENT NAME: The Malahat Review

CONTACT NAME: Rhonda Batchelor

JOB DESCRIPTION:
Assist the Malahat’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 print and electronic contest entries;
* help with proofreading and other editorial tasks;
* contribute issue summaries to website archival project;
* assist with public events;
* 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: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $

HOURS AVAILABLE: 120

HOW TO APPLY: Email cover letter and resume malahat@uvic.ca attention: Rhonda Batchelor, Assistant Editor

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