2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MALA1 - 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 two to 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;
* 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 student is preferred.

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

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

HOURS AVAILABLE: 100

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