

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** MALA 1 - Managing Editorial Assistant

**DEPARTMENT NAME:** The Malahat Review

**CONTACT NAME:** L'Amour Lisik

#### JOB DESCRIPTION:

Assist *TMR's* staff with a variety of managing editorial tasks including regularly posting on social media and engaging with other journals and writers; shadowing the Managing Editor in contest meetings; screening contest entries; proofreading and copyediting new issues; regularly updating the website with current news about the journal; working with a designer to create print and web ads; compiling data for grant applications; proofreading grant applications; brainstorming new special issues, guest editors, and contest judges; sorting archival material; customer service (via email) for writers submitting to the magazine; and other related duties, as time permits.

#### QUALIFICATIONS:

The successful candidate must be comfortable using social media and familiar with Word and Excel. They must have a strong interest in or knowledge of contemporary writing, especially Canadian literature. The ability to critically assess poetry, fiction, and/or creative nonfiction is an asset. Outreach skills, including proper email and social media etiquette, are required, as well as an excellent command of English. An undergraduate or graduate Writing or English student is preferred.

**JOB LOCATION ON-CAMPUS:** Clearihue Building

**WORK STUDY WAGE:** \$18.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 54

**HOW TO APPLY:** Email resume to [malahat@uvic.ca](mailto:malahat@uvic.ca) with subject line: WORK STUDY Attn 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>