JOB TITLE: PADM2 - Editorial Assistant

DEPARTMENT NAME: School of Public Administration

CONTACT NAME: Emmanuel Brunet-Jailly

JOB DESCRIPTION:

The Borders in Globalization Project seeks an undergraduate or graduate student to assist in the production of a journal and book publication for an international border studies project at UVic.

The successful applicant must be able to work independently under the guidance of the Project Director, Dr. Brunet-Jailly, and as such needs to be a self-starter, motivated, and have previous experience as an RA. The student will provide editorial and administrative assistance, work with online publication platforms, advertise calls and organize submissions, and communicate with submitting scholars.

QUALIFICATIONS:

The successful candidate should have completed at least two-years of university courses, have excellent communication skills, impeccable organizational skills and be computer savvy. The applicant must be able to communicate effectively and professionally with colleagues on campus and located internationally. Experience with website or database software, and Adobe Creative Suite is a strong asset. The student must be at ease working in shared workspace as office space is minimal. Access to a personal laptop would be preferable but not required.

JOB LOCATION ON-CAMPUS: Centre for Global Studies or Public Administration

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $4

HOURS AVAILABLE: 100

HOW TO APPLY: Please send a copy of your cover letter and resume to Emmanuel Brunet-Jailly, ebrunetj@uvic.ca

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