



UNIVERSITY
OF MANITOBA

Manitoba Institute for
Policy Research

THE MANITOBA POLICY PERSPECTIVES JOURNAL
Job Description

- TITLE:** Student Editor
- POSITION LENGTH:** Approximately 1 year (September 2014 – August 2015)
- HONORARIUM:** The successful candidate will receive an honorarium to support them in their responsibilities.

RESPONSIBILITIES:

The Student Editor will be responsible for overseeing the publication of one issue of the journal.

The Editor will supervise the volunteer Peer Review Board members and conduct the final selection and editing of the paper submissions. He/she will produce the final product of the online publication.

The Editor is responsible to make applications to renew funding for the journal for the following year.

The Editor will provide regular progress reports to the Faculty Advisor, the volunteer Peer Review Board and to the Manitoba Institute for Policy Research.

ELIGIBILITY:

Applicants must be highly self-motivated and driven individuals with a strong academic record who are capable of organizing and leading the group of volunteer board members. Strong teamwork and organizational skills will be essential to the successful completion of the Editor's tasks.

Applicants must be (or plan to be) registered as students at the University of Manitoba for both terms of the upcoming academic year.

Preference will be given to upper year Undergraduate & Honors students

HOW TO APPLY:

Please submit an application form, your resume, a 500 word statement of interest, and two reference letters (at least one from a faculty member) to 532 Fletcher Argue Building, University of Manitoba (the Department of Political Studies office) during regular office hours.

APPLICATION DEADLINE:

July 31st, 2014 at 4:30 PM

For any questions or concerns contact Alexandra Allary at Alexandra.Allary@umanitoba.ca