



## **2018–2019 UOJM EXECUTIVE TEAM APPLICATIONS**

### **Application Requirements**

1. A completed application form (attached)
2. A current CV
3. **For Managing Editor applications, exclusively:** A cover letter (maximum 500 words)

\* Research experience is an asset, but is not required

### **UOJM Positions**

#### **Managing Editor**

*Responsibilities include:*

- Oversee the entire submission and review system
- Manage the flow of documents at all stages of the review and editing processes
- Respond to feedback and inquiries related to submissions

\*\*The successful applicant will receive hands-on training during the fall

#### **Publication Director**

*Responsibilities include:*

- Oversee the publication process, including layout editing, graphics editing, and translation
- Coordinate journal printing with the printing company
- Ensure the printing timeline is respected
- Work with the promotion team for journal distribution

#### **Translation Director**

Motivated volunteer for the executive team to handle the translation of journal-related materials.

**Applicants must be proficient in both official languages.**

*Responsibilities include:*

- Translate publications, communications, and website content

## **VP Finance**

Motivated volunteer for the executive team to oversee the journal's finances.

*Responsibilities include:*

- Create the budget for the upcoming year
- Handle expenses and manage the journal's bank account
- Seek out funding/sponsorship and communicate with advertising agencies

## **VP Education**

*Responsibilities include:*

- Coordinate training workshops and regular seminars throughout the year
- Help develop the UOJM training curriculum
- Communicate and network with faculty advisors for trainings

## **VP Promotions**

*Responsibilities include:*

- Oversee the promotion of the journal through the Canadian medical and graduate student community
- Organize exciting events to increase promotion for editorial team recruitment and article submissions
- Create new promotion opportunities
- Management of class reps and announcements

## **VP Technology**

*Responsibilities include:*

- Managing the new website (design, development, etc.)
- Performing regular updates to the website content regarding articles and events

## **Social Media Director**

*Responsibilities include:*

- Manage social media sites (Facebook and Twitter)
- Maintain UOJM's online visibility and presence through regular posts
- Work with the VP Promotions to publicize articles and events throughout the year

**Applications must be submitted to [contact@uojm.ca](mailto:contact@uojm.ca) by **Sunday August 19th at 5 PM****

*We look forward to receiving your application!*