WURJHNS Positions

All the positions available for the WURJHNS team are outlined below. Please email completed application with the attached documents to wurjhns@uwo.ca by Sunday March 12th, 11:59 PM.

Thank you and good luck!

**EXECUTIVE POSITIONS**

**Editor-in-Chief (1-2 positions)**

- **Responsibilities**
  
  - Ultimately responsible for all publications and actions taken by the WURJHNS and its members
  - Organize and maintain a timeline for all WURJHNS functions throughout the year
  - Ensure manuscript submissions align with the scope and submission guidelines of the journal
  - Oversee editorial process and approve final decisions by associate editors regarding manuscript acceptance/rejection
  - Oversee all functions organized by the Academic Affairs Committee
  - Accountable to the Board of Governors (i.e. the representatives of the Faculties that sponsor the Journal)

- **Eligibility Criteria**
  
  - Entering 3rd or 4th year of a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher
  - At least 4 months of research experience relating to the fields of Biology, Chemistry, and/or Health Sciences is highly recommended

**Managing Editor (1 position)**

- **Responsibilities**
  
  - Manage the WURJHNS budget
  - Handle all logistical requirements of WURJHNS functions; e.g. room booking, A/V set up, refreshments
  - Maintain contact records for all team members, general email lists, etc.; take minutes at all WURJHNS meetings
  - Transcribe meeting minutes, members lists, email enquiries
  - Meet with Editors-in-Chief and Faculty Mentors at monthly scheduled meetings
  - May be asked to take on additional projects such as making presentations or drafting documents as per the Editor-in-chief’s request

- **Eligibility Criteria**
  
  - Registered in a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher
  - Entering 3rd or 4th year of a Science, Medical Science, or Health Science program
Associate Editor (2 positions)

- Responsibilities
  - Facilitate the manuscript review process as detailed by the editor-in-chief
  - Serve as the primary contact for authors; e.g. responding to inquiries and following up regarding submissions
  - Organize training session for editorial review board and maintain contact throughout the year
  - Assign reviewers to a manuscript and respond to any inquiries regarding the manuscript review process
  - Keep track of all manuscript reviews, and ensure that appropriate graduate and faculty reviewers are obtained
  - Participate in undergraduate team meetings
  - Work with the editors-in-chief to increase readership and recruiting manuscript submission

- Eligibility Criteria
  - Entering 3rd or 4th year of a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher
  - At least 4 months of research experience relating to the fields of Biology, Chemistry, or Health Sciences is highly recommended
EDITORIAL REVIEW BOARD POSITIONS

Reviewer (3-5 positions)

- Responsibilities
  - Maintain objectivity and high ethical standards when reviewing a given article
  - Ensure that the article is reviewed in a timely fashion as directed by the editor
  - Ensure that the integrity of the journal is upheld by conducting a rigorous academic review of manuscripts
  - Attend scheduled reviewer training sessions and meetings

- Eligibility Criteria
  - 3rd and 4th year students are preferred. However, 2nd year students may be accepted if they have research experience
  - Registered in a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher

Production Manager (1 position)

- Responsibilities
  - Ensure manuscripts adhere to the citation style and submission guidelines required by the WURJHNS
  - Work with the Editors-in-chief to design a layout for the WURJHNS
  - Format accepted manuscripts according the layout for the WURJHNS
  - Work with Western Libraries Liaison to upload manuscripts approved for publication onto the WURJHNS website

- Eligibility Criteria
  - Undergraduate students entering their 2nd, 3rd or 4th year of a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher
  - Familiarity with design software preferred
ACADEMIC AFFAIRS COMMITTEE (AAC) POSITIONS

Academic Affairs Committee Coordinator (1 position)

- Responsibilities
  - Organize and coordinate undergraduate workshops on applying for undergraduate research opportunities and on skill development (e.g., scientific writing seminars)
  - Develop and implement effective promotional techniques to increase awareness about the WURJHNS
  - Interview and select First Year Representatives
  - Manage the AAC, including the First & Second Year Representatives and the Graphic Designer, to ensure that tasks are completed in a timely fashion

- Eligibility Criteria
  - Undergraduate students entering their 2nd, 3rd or 4th year of a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher
  - Strong ability to manage and work with a team

Academic Affairs Committee Member (2-3 positions)

- Responsibilities
  - Develop and implement effective methods to promote WURJHNS on campus
  - As directed by the AAC Coordinator, set up the undergraduate workshops
  - Research workshops already available on campus to ensure WURJHNS is offering a novel and informative session

- Eligibility Criteria
  - Undergraduate students entering their 2nd, 3rd or 4th year of a Science, Medical Science, or Health Science program
  - High academic standing – cumulative average of 75% or higher

NOTE: Please complete the same application for AAC Coordinator and AAC Member.
COLLABORATIVE POSITIONS

Outreach Coordinator (2 positions)

• Responsibilities
  o Responsible for promoting the WURJHNS at collaborative events
  o Develop and implement effective promotional techniques to increase awareness about the WURJHNS
  o Encourage team building through team socials
  o Assist in managing the AAC

• Eligibility Criteria
  o Undergraduate students entering their 2nd, 3rd or 4th year of a Science, Medical Science, or Health Science program
  o High academic standing – cumulative average of 75% or higher
  o Strong ability to manage and work with a team

Graphic Designer (1 position)

• Responsibilities
  o Work closely with the Academic Affairs Committee to produce captivating promotional material, e.g. posters, flyers, business cards
  o Create banners and slides to be used by the academic affairs committee in promotion across campus
  o Advertise and promote the journal in various media
  o As directed by the Academic Affairs Coordinators, assist with other functions of the committee

• Eligibility Criteria
  o Undergraduate students entering their 2nd, 3rd, or 4th year in a Science, Medical Science, or Health Science program.
  o High academic standing – cumulative average of 75% or higher
  o Competent with design software; experience with graphic design