

## 2019-20 Managing Editor Application Form

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*Please email completed application with the attached documents to  
**wurjhns@uwo.ca** by **Thursday March 21<sup>st</sup>, 11:59 PM***

Name:	
Year of Study (in Sept. 2019):	
Program:	
UWO Email:	

*Please complete the following as part of the application:*

1. As the Managing Editor, your responsibilities include managing the budget, taking meeting minutes, handling logistical requirements of WURJHNS functions, reviewing and formatting Faculty Profiles written by WURJHNS members, and maintaining contact records within the journal and for general email lists. Please suggest ways as to how you would effectively keep all team members informed and generate and maintain a general mailing list (platform to use, etc.).
2. Please provide your resume, highlighting any relevant experiences you may have.
3. Please provide your availabilities for a 15- to 20-minute interview on Wednesday or Thursday March 27<sup>th</sup> and 28<sup>th</sup>, between 1:00–8:00 PM.

Thank you!