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## WURJHNS Positions

All positions available for the WURJHNS team are outlined below. Please read this document prior to filling out any application forms. The deadline for the application is **Thursday March 21<sup>st</sup>, 11:59 PM.**

Thank you and good luck!

### Executive Positions

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#### **Editor-in-chief (2 positions)**

Responsibilities:

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

Eligibility Criteria:

1. Entering 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. At least 4 months of research experience relating to the fields of Science and/or Health Sciences is an asset

#### **Managing Editor (1 position)**

Responsibilities:

1. Manage the WURJHNS budget
2. Handle all logistical requirements of WURJHNS functions; e.g. room booking, reimbursements, A/V set-up, refreshments for meetings
3. Regularly check the official email account and maintain contact records for all team members, general email lists, etc.
4. Transcribe meeting minutes, members lists, email enquiries
5. Meet with Editors-in-Chief and/or Faculty Mentors at monthly scheduled meetings
6. May be asked to take on additional projects such as making presentations or drafting documents as requested

Eligibility Criteria:

1. Entering 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher

## **Associate Editor (2 positions)**

### Responsibilities:

1. Facilitate the manuscript review process and ensure its unbiased and timely completion
2. Serve as the primary contact for authors; e.g. responding to inquiries and following up with submissions
3. Organize and run a training session for the entering editorial review board and maintain regular contact throughout the year
4. Assign reviewers to a manuscript and respond to any inquiries regarding the manuscript review process
5. Keep track of all manuscript reviews, and ensure that appropriate graduate and faculty reviewers are obtained
6. Participate in general team meetings
7. Work with the editors-in-chief to increase readership and manuscript submissions

### Eligibility Criteria:

1. Entering 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. At least 4 months of research experience relating to the fields of Science or Health Sciences is highly recommended

## **Editorial Review Board Positions**

### **Reviewer (3-5 positions)**

Responsibilities:

1. Maintain objectivity, high ethical standards, and confidentiality when reviewing a given article
2. Ensure that the article is reviewed in a timely fashion
3. Ensure that the integrity of the journal is upheld by conducting a rigorous academic review of Manuscripts that provides a fair, informative, and constructive critique
4. Attend scheduled reviewer training sessions and general meetings

Eligibility Criteria:

1. 3<sup>rd</sup> and 4<sup>th</sup> year students are preferred. However, 2<sup>nd</sup> year students may be accepted if they have research experience
2. Pursuing a Bachelor of Science, Medical Sciences, or Health Sciences
3. High academic standing – cumulative average of 75% or higher

### **Production Manager (1-2 positions)**

Responsibilities:

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

Eligibility Criteria:

1. Entering 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. Familiarity with design software preferred

## **Academic Affairs Committee (AAC) Positions**

### **Academic Affairs Committee Coordinator (1-2 positions)**

Responsibilities:

1. Organize and coordinate events such as Shadow a Researcher Day and workshops on applying for undergraduate research opportunities and on skill development (e.g. scientific writing seminars)
2. Develop and implement effective promotional techniques to increase awareness about the WURJHNS
3. Interview and select First Year Representatives
4. Manage the AAC, including the First Year Representatives and the Graphic Designer to ensure that tasks are completed in a timely fashion

Eligibility Criteria:

1. Entering 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. Proven ability to effectively manage and work with a team

### **Academic Affairs Committee Member (3-4 positions)**

Responsibilities:

1. Develop and implement effective methods to promote WURJHNS on campus
2. Promote and host events such as workshops and Shadow a Researcher Day
3. Maintain regular contact with AAC coordinator(s) and attend meetings
4. Write lay summaries of current research studies and Faculty Profiles of researchers at Western

Eligibility Criteria:

1. Entering 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. Proven communication and time management skills

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

### **Outreach Coordinator (1 position)**

Responsibilities:

1. Reach out to other organizations and promote the WURJHNS at collaborative events
2. Develop and implement effective promotional techniques to increase awareness of the WURJHNS
3. Encourage team building through organizing team socials
4. Assist in managing the AAC

Eligibility Criteria:

1. Entering 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. Strong verbal and written communication skills

### **Creative Director (1 position)**

Responsibilities:

1. Work closely with the AAC to produce captivating promotional material (e.g. posters, social media graphics, business cards, thank-you cards)
2. Create banners and slides to be used by the AAC in promotion across campus
3. As directed by the AAC Coordinators, assist with other functions of the committee
4. Develop and maintain the WURJHNS website

Eligibility Criteria:

1. Entering 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Science, Medical Sciences, or Health Sciences
2. High academic standing – cumulative average of 75% or higher
3. Competent with design software and experienced in graphic design