



UBCMJ 2010-2011 Overview of Positions

Position Benefits

- Be a member of an international, award winning student medical publication
- Get to know its student leaders and be invited to exclusive staff events
- Opportunities to network and meet distinguished faculty and clinicians locally and internationally
- Have the opportunity to demonstrate the CanMEDS Competencies prior to CaRMS applications (Residency Applications)
- Become familiar with process of academic publishing

Vacant Positions:

Editor-In-Chief In-Training

(2 positions, 2014 Students, 2 year term, 10-15 hours per week)

- Learn to manage the UBCMJ by assisting the Editors-in-Chief in their job requirements, prepare for subsequent year as Editor-in-Chief or Managing Editor
- Liaise with other Editor-In-Chief Assistant and two Editors-In-Chief, and other executive positions
- Record and distribute agendas and meeting minutes at Executive Editor meetings
- Ensure logistics of meetings (e.g. Room bookings, catering if required, AV equipment and teleconferencing)
- Overseeing the submission, review, copyediting, and publication process
- Public relations for the UBCMJ
- Securing UBCMJ sponsorships
- Promote the UBCMJ within the Academic community
- Attend weekly UBCMJ executive meetings

Junior Managing Editor-Academic Research, Review, and Case/Elective Reports*

Junior Managing Editor-News and Letters, Global Health, and Commentaries*

(2 positions, 2014 Students, 2 year term, 5-10 hours per week)

- Coordinating section editors through manuscript review, editing, and publication process
- Time management of the UBCMJ major deadlines
- Perform other tasks as required by the Senior Managing Editors and the Editors-in-Chief
- Host and organize annual Writers and Reviewers Workshop
- Develop updated contact list of editors, authors, and reviewers
- Tabulate and monitor submission process
- Promote the UBCMJ within the Academic community
- Attend weekly UBCMJ executive meetings

Junior Section Editors

(6 positions total, 2014 students, 2 year term, 5 hours per week)

- Soliciting, selecting and coordinating review of submissions for respective content areas
- Responsible for the solicitation and selection of faculty and student reviewers
- Assist in coordinating the Writers and Reviewers Workshop in October
- Maintain ongoing contact and communication with authors and reviewers to ensure that a quality, timely, and blind review process occurs
- Support authors in utilizing the online submission interface
- Ensure that consent forms, where required, are obtained prior to submission to reviewers
- Select articles for review based on scope of section
- Report directly to corresponding Managing Editors
- Promote the UBCMJ within the Academic community
- Attend monthly UBCMJ Section Editor meetings

Academic Research (1 position)

Reviews (1 position)

Case and Elective Reports (1 position)

Commentaries (1 position)

News and Letters (1 position)

Global Health (1 position)

Copyeditors

(Senior, 1 position, Any years, minimum 1 year commitment, 10 hours per week x 8 weeks)

(Junior, 3 positions, Any years, minimum 1 year commitment, 10 hours per week x 8 weeks)

- Ensure rigorous copyediting according to the UBCMJ copyediting guidelines (Vancouver Style)
- Maintain ongoing contact and communication with authors and reviewers to ensure that a quality, timely, and blind review process occurs
- Preferred (not mandatory) experience in editing and reviewing (i.e. writing/English background)
- Months of involvement are February – March and June-July
- Attend Copyeditor Training Session (January)
- Promote the UBCMJ within the Academic community

Junior Director of Publication

(1 position, 2014 Student, 2 year commitment, 5-10 hours per week)

- Responsible for organizing manuscripts into finished publication, under the direction of the Director of Publications Senior, by coordinating the publications team (Graphics Editors, Layout Editors)
- Be able to use Adobe® InDesign to create specific pages for an upcoming issue based on theme, ensuring formal permission for any artwork/photo/other media is obtained
- Review publication for consistent and appropriate formatting as well as for any other types of errors
- Communicate with printing houses to establish prices for publication and approve final product for printing (together with the Director of Publications Senior)
- Responsible for journal distribution (print and electronic)
- Liaise with publishing partners, such as libraries and indexing organizations, to enhance online access to the publication
- Promote the UBCMJ within the Academic community
- Attend one UBCMJ Executive meeting per month

Graphics Editor

(1 position, Any year, Minimum 1 year commitment, 5 hours per week)

- Design and produce promotional materials (i.e. bookmarks, event invitations)
- Develop cover art and images for articles
- Create posters, business cards, and forms using the official UBCMJ header and logo
- Promote the UBCMJ within the Academic community
- Report directly to Director of Publication

Layout Editor

(1 position, 2014 student, 2 year commitment, 20 hours x 4 weeks per year)

- Responsible for layout of the publication
- Format articles, images, and advertisements into publication
- Work with publication directors to compile digital format of final product
- Review publication for consistent and appropriate formatting
- Provide proofs for authors and advertisers as needed
- Preferred experience in using Adobe® InDesign or Adobe® Photoshop
- Promote the UBCMJ within the Academic community
- Report directly to Director of Publication Senior and Junior

Senior Communications Manager

(1 position, 2013 or 2014 student, 1 to 2 year term, 5-10 hours per week)

Junior Communications Manager

(1 position, 2014 student, 2 year term, 5-10 hours per week)

- Oversee and integrate advertising and sponsorship into the publication of UBCMJ, in coordination with Director of Publications
- Ensure accountability from the Advertising and Sponsorship, Promotions Team and Distributed Site Reps
- Ensure completeness of the UBCMJ wiki website and ensure UBCMJ website is professional, accurate, and updated on a weekly basis
- Coordinate weekly med-all emails and internal UBCMJ emails
- Coordinate all class announcements for all years
- Promote the UBCMJ within the Academic community
- Attend weekly UBCMJ Executive meetings

Advertising and Sponsorship

(1 position, Any year, Minimum 1 year term, 5-10 hours per week)

- Maintains and approaches sponsors for the UBCMJ
- Develop a strong list of advertising sources for the UBCMJ
- Ensure appropriate advertising revenue for each issue of the UBCMJ
- Develop and distribute sponsorship package
- Liaise with the MUS Grants and Sponsorship Officer to secure funding for subsequent journal issues
- Seek out and draft grant applications (Walter H. Gage, AMS Grad Gift, others)
- Manage Advertising and Sponsorship Team: Advertising Manager, Subscriptions Manager, and Sponsorship Manager
- Reports directly to Communications Manager Senior and Junior
- Promote the UBCMJ within the Academic community
- Attend one UBCMJ Executive meeting per month

Promotions

(1 position, Any year, Minimum 1 year term, 5-10 hours per week)

- Identify and research novel ways of promoting the presence of the UBCMJ within UBC

- Maintain a strong presence of UBCMJ within the academic community by ensuring representation at UBC and other academic institutions. (This includes academic publications, medical associations, conferences, and other UBC events and venues.)
- Report to Communications Managers
- Coordinate bi-annual UBCMJ launch events (September and March)
- Promote the UBCMJ within the Academic community
- Attend one UBCMJ executive meeting per month

Treasurer

(1 position, Any year, Minimum 1 year term, 5 hours per week)

- Maintain current (weekly) budget of all financial transactions of the journal
- Attend one UBCMJ executive meeting per month
- Maintain recording system for documenting all invoices and financial transactions
- Retain records of all financial transactions of the publication
- Issue invoices and receipts for sponsorships and advertising
- Responsible for timely (weekly) reimbursements to staff
- Liaise with MUS Treasurer for auditing
- Promote the UBCMJ within the Academic community
- Attend one UBCMJ Executive meeting per month

Site Representatives

(1 NMP Representative Position, 2013 or 2014 Student, 1-2 hours per week)

- Act as the voice of UBCMJ and main liaison for faculty and students of the distributed sites
- Ensure students at distributed sites are encouraged to participate in the journal and are aware of deadlines/major events
- Facilitate communication of UBCMJ with the site Deans and other appropriate faculty members
- Promote the UBCMJ within the Academic community
- Report directly to Communications Manager

UBCMJ Staff Writers

(2-3 positions, Any year, 1-5 hours per week)

UBCMJ Staff Writers will have the opportunity to write for two types of articles: news articles about an interesting event or achievement within the medical community, and feature career articles detailing the unique aspects of a prominent physician's career. They will be part of the UBCMJ staff and will be given the opportunity to select articles they would like to contribute for many future issue of the UBCMJ. To apply for a staff writer position, please email news@ubcmj.com with the following:

1. Name, Email, Phone Number, and Year in Med School
2. A sample of your previous writing, preferably journalistic writing (but can also be scientific writing).
3. A PROPOSAL for ONE of: (a) a news article to be published in our upcoming Rural Medicine issue or (b) a feature careers article that may or may not be related to Rural Medicine.

- news article proposal should include:
 - topic that is new and relevant to the study or practice of rural medicine
 - proposed expert(s)/person(s) to be interviewed
 - proposed outline of the article and length of the article (should be somewhere between 300-600 words)
- feature careers proposal should include:
 - the proposed medical specialty to be covered
 - the proposed expert to be interviewed
 - reasons why a feature covering their career/goals/accomplishments would be of interest to medical students
 - proposed outline of the article and length of the article (should be somewhere between 300-600 words)
 - as backup, an alternate expert in the field to be interviewed

The number of Staff Writers selected will depend on the quality of the PROPOSAL, and later based on the quality of the article set to be published in our upcoming Rural Medicine issue of the UBCMJ. Any missing information from that requested above will disqualify your application.

Deadline for applications for Staff Writers ONLY: **Monday, September 13th, 2010** (midnight)

We look forward to working with you in what will surely be an exciting year for *UBCMJ*. If you have any questions or concerns, please contact the Editors-in-Chief:

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