

# UBCMJ Description of Staff Positions

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## Benefits of Working on our Team

- Be a member of an international, award-winning student medical publication
- Opportunities to network and meet distinguished faculty and clinicians locally and internationally
- Enhance your resume (for instance, have the opportunity to demonstrate the CanMEDS Competencies prior to CaRMS applications for Residency)
- Become familiar with the process of academic publishing

## UBCMJ Staff Structure

Each year the UBCMJ has a set of 'Senior' and 'Junior' staff. Our staff structure is designed so that Juniors may be promoted to Seniors in their second year, to train the new incoming Junior staff. This means that **all positions require a two-year commitment**, except for Staff Writers. The goal is to maintain sustainability and bridge gaps in learning. Because of the two-year commitment, medical students applying to any position other than Staff Writer must be in their first year. Students not in medicine may be in any year of their program, as long as they will remain students for the next two years and are able to commit to a two-year term with the journal.

Most positions are open to students in any academic program. **Jr Co-Editor in Chief, Jr Managing Editor and Jr Communications Manager positions are restricted to first-year medical students, as these positions require frequent communication with other staff, many of whom are in medicine.**

**In order to avoid conflicts of interest, the only staff permitted to publish in the journal are the staff writers.**

## Summary of Available Positions

### Executive Positions

- Jr Co-Editor in Chief (2 positions, 4-5 hrs per week)
- Junior Managing Editor (2 positions, 3-5 hrs per week)
- Junior Communications Manager (1 position, 3-5 hrs per week)
- Junior Publications Manager (1 position, 3-5 hrs per week)

### General Staff Positions

- Staff Writer (up to 10 positions, 1-5 hrs per week)
- Junior Section Editor (5 positions, 1 for each of the following sections, 3-5 hrs per week)
- Junior Copy Editor (6 positions, 5 hrs per week in January and July only)
- Junior Layout & Graphics Editor (1 position, 10 hrs per week for February and August only)
- Junior Finances, Ads and Sponsorship (2 positions, 3-5hrs per week)
- Junior Information Technology Manager (1 position, 2 hrs per week)
- Junior Videography Team (2 positions, 1 hr per week)
- Junior NMP, IMP and SMP Representatives (1 position for each site, 1 hr per week)

## Executive Position Descriptions

### Jr Co-Editor in Chief

(2 positions, 4-5 hrs per week)

- Record and distribute agendas and meeting minutes at executive meetings
- Ensure logistics of meetings (e.g. room bookings, catering if required, AV equipment and teleconferencing)
- Oversee the submission, review, copyediting, and publication process
- Manage public relations for the UBCMJ
- Secure UBCMJ sponsorships
- Promote the UBCMJ within the academic community
- Maintain relations with the Faculty of Medicine
- Screen and publish submissions for the UBCMJ blog

### Junior Managing Editor

(2 positions, 3-5 hrs per week)

- Coordinate section editors through manuscript review, editing, and publication process
- Communicate with staff writers
- Time management of the UBCMJ major deadlines
- Develop an updated contact list of editors, authors, and reviewers
- Act as a liaison between publications, section editing and copyediting
- Tabulate and monitor the submission process
- Promote the UBCMJ within the Academic community
- Attend weekly UBCMJ executive meetings

### Junior Communications Manager

(1 position, 3-5 hrs per week)

- Ensure accountability from the Advertising and Sponsorship, Promotions Team and Distributed Site Reps
- Manage UBCMJ social media accounts
- Coordinate external and internal UBCMJ emails
- Coordinate all class announcements for all years
- Promote the UBCMJ within the Academic community
- Attend weekly UBCMJ Executive meetings

### Junior Publications Manager

(1 position, 3-5 hrs per week)

- Responsible for organizing manuscripts into the finished publication
- Learn to use Adobe InDesign to create specific pages for an upcoming issue based on a 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 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)
- Promote the UBCMJ within the Academic community
- Attend weekly UBCMJ Executive meetings

## General Staff Position Descriptions

### Staff Writer

**(Up to 10 positions, one-year commitment, 1-5 hours per week)**

- Write 2 articles for UBCMJ, 1 per issue for the upcoming Spring and Fall issues
  - Articles can fall in any category (News and Letters, Commentaries, etc.)
- Promote UBCMJ within the Academic community

### Junior Section Editor

**(5 positions, 1 for each of the following sections, 3-5 hrs per week)**

- Academics Section
- Commentaries Section
- Reviews Section
- Case Reports
- News and Letters
- Maintain ongoing contact and communication with authors and reviewers to ensure that a 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 the scope of section
- Report directly to corresponding Managing Editors
- Promote the UBCMJ within the Academic community

### Junior Copy Editor

**(4 positions, 5 hrs per week in January and July only)**

- 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
- Promote the UBCMJ within the Academic community

### Junior Layout & Graphics Editor

(1 position, 10 hrs per week for February and August only)

- Responsible for many of the visual aspects of the journal, primarily in working with the Director of Publications, Graphics Editors, and Layout Editors in the development of the spring and fall print issues of the journal
- Will work closely with the Director of Publications to produce the final document for printing and in selecting cover and article artwork
- Be involved in the redesign of the print journal and website layout
- Responsible for the layout of the publication
- Format articles, images, and advertisements into publication
- Work with publication directors to compile digital format of the 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

### Junior Finances, Ads and Sponsorship

(2 positions, 3-5 hrs per week)

- Ensure appropriate advertising revenue for each issue of the UBCMJ
- Approach sponsors for the UBCMJ
- Develop a strong list of advertising sources for the UBCMJ
- Develop and distribute sponsorship package
- Liaise with the MUS Grants and Sponsorship Officer to secure funding for subsequent journal issues
- Promote the UBCMJ within the Academic community
- Maintain current (weekly) budget of all financial transactions of the journal
- Attend one UBCMJ executive meeting per month
- Maintain a 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 Faculty of Medicine for auditing

### Junior Information Technology Manager

(1 position, 2 hrs per week)

- Maintain UBCMJ website
- Upload new issues and documents
- Training will be provided
- Be involved in website redesigns and improving online article access
- Promote the UBCMJ on social media outlets and increase awareness of journal online
- Coordinate the release of updates and announcements on our social media channels

- Develop and distribute monthly newsletters to subscribers of the UBCMJ e-Newsletter (new)
- Collaborate with and report to the Jr./Sr. Comms Managers regarding UBCMJ updates

### **Junior Videography Team**

**(2 positions, 1 hr per week)**

- Assist with directing, filming, editing, and producing short videos on current UBCMJ issues and interviews
- Interview members of the medical and academic community
- Manage camera equipment and film data storage
- Plan timelines, scripts, and project goals
- Communicate with MedIT regarding supplies or support
- Attend meetings with UBCMJ executives when necessary

### **Jr NMP, IMP and SMP Representatives**

**(1 position for each site, 1 hr 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