

# 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 (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 the 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 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.

All general staff positions are open to students in any academic program. However, all executive positions (Jr. Co-Editor in Chief, Jr. Managing Editor, Jr. Communications Manager, Jr., and Jr. Publications Manager) 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)
- Jr. Managing Editor (2 positions, 3-5 hrs per week)
- Jr. Communications Manager (1 position, 3-5 hrs per week)
- Jr. Publications Manager (1 position, 3-5 hrs per week)

### General Staff Positions

- Staff Writer (up to 10 positions, 1-5 hrs per week)
- Jr. Section Editor (7 positions, 3-5 hrs per week)
- Jr. Copyeditor & Jr. Copyeditor in Chief (up to 6 positions, 5 hrs per week in February and August only)
- Jr. Layout and Graphics Editor (1 position, 10 hrs per week for February and August only)

## Executive Position Descriptions

### Jr. Co-Editor in Chief

(2 positions, 4-5 hrs per week)

- Record and distribute agendas and meeting minutes at biweekly executive meetings
- Ensure logistics of meeting (e.g. room bookings/Zoom, AV equipment if required)
- Oversee the submission, review, copyediting, and publication process
- Collaboratively write an editorial for each issue
- Manage public relations for the UBCMJ
- Secure UBCMJ sponsorships
- Promote the UBCMJ within the academic community
- Maintain relations with the Faculty of Medicine
- Liaise with the MUS Grants and Sponsorship Officer to secure funding for subsequent journal issues
- Maintain a recording system for documenting all invoices and financial transactions
- Retain records of all financial transactions of the publication

### Jr. 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 biweekly UBCMJ executive meetings

### Jr. Communications Manager

(1 position, 3-5 hrs per week)

- Manage UBCMJ social media accounts and maintain UBCMJ website
- Upload new issues and documents (training will be provided)
- Be involved in website redesigns and improving online article access
- Coordinate external and internal UBCMJ emails
- Coordinate all class announcements for all years
- Promote the UBCMJ within the academic community
- Attend biweekly UBCMJ executive meetings

**Jr. 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 publications for consistent and appropriate formatting as well as for any other errors
- Responsible for electronic journal distribution
- Promote the UBCMJ within the academic community
- Attend biweekly UBCMJ executive meetings

**General Staff Position Descriptions****Staff Writer**

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

- Write two articles for UBCMJ – one article for each issue
- Promote UBCMJ within the academic community

**Jr. Section Editor**

(7 positions, 1-2 each of the following sections, 3-5 hrs per week)

- Available sections: Academics, Commentaries, Reviews, Case Reports, News and Letters
- Maintain ongoing contact and communication with authors and reviewers to ensure a timely and blind review process
- Support authors in utilizing the online submission interface
- Ensure that consent forms, when 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

**Jr. Copyeditor & Jr. Copyeditor in chief**

(6 positions, 5 hrs per week in February and August only)

- Ensure rigorous copyediting according to the UBCMJ copyediting guidelines
- 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
- Months of involvement are February/March and July/August
- Promote the UBCMJ within the academic community