

**Job Title:** Sub-Committee Editor in Chief

**Position Type:** Volunteer

**Organization Name:** Humanities Graduate Student Association (HUGSA)

Humanities Graduate Student Association (HUGSA) is a student run club representing the Humanities Graduate students. Under the direction of the HUGSA, the Sub-Committee Editor in Chief is a graduate student who will serve as energetic and knowledgeable manager to organize the blind review process of the essay proposals, and organize the end of year Humanities Graduate Conference with the HUGSA executive team.

Through this role, students will have opportunities to develop and enhance specific skills in the following competencies:

1. Leadership Skills
2. Event planning
3. Interpersonal connections
4. Editing skills
5. Communication
6. Essay proposal feedback

**Responsibilities:**

- Collaborate and communicate with HUGSA and the York Humanities Graduate Office
- Plan out the end of the year conference for HUGSA
- Delegate out all responsibilities and duties to the Sub-Committee Editors.
- Ensure the blind review process remains anonymous
- Review the essay proposals rankings and submit recommendations in a timely manner to the HUGSA executive team.
- Provide feedback and recommendations for the essay proposals when necessary

**Desired Skills and Experience:**

- Excellent verbal and written communication skills
- Self motivated, logical thinking, and a desire to further the studies of Humanities
- Familiarity in academic referencing and citing articles and essays (preferably in M.L.A)
- Ability to give critical feedback on essays
- Work both effectively and collaboratively as part of a team, as well as independently
- Proficiency in Microsoft Office (Word, Powerpoint, Excel)
- Knowledge in poster and advertising
- Ability to network across different universities
- Ability to time manage in order to meet strict deadlines

**Qualifications:**

- Full-time (either M.A or Phd) student
- Part time (either M.A or Phd) student

**Salary:** Salary not available; only volunteer hours for minimum 4 to 6 hours each week (hours may increase during lead up into and during conference).

**Application Documents and Information Required:**

- Resume
- Cover Letter
- 2 Academic and/or Professional References

**Application Method:** Email us with the required documents and information to [hugsayork@gmail.com](mailto:hugsayork@gmail.com)

**Application Deadline:** January 25, 2020