

Job Title: Sub-Committee Editor

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 HUGSA, Sub-Committee Editors are graduate students who will serve as energetic and knowledgeable editors to help read over essay proposals, and assist in organizing the end of year Humanities Graduate Conference.

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

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

Responsibilities:

- Collaborate and communicate with HUGSA and the Editor in Chief
- Assist in planning out the end of the year conference for HUGSA
- Blind Peer review over all essay proposals
- Rank the essay proposals and submit recommendations in a timely manner
- 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

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 3 to 4 hours each week (hours may increase during lead up into and during conference).

Application Documents Required:

- Resume

Application Method: Email us with the required document at hugsayork@gmail.com

Application Deadline: January 25, 2020