

AMUSE Casual – Communications Assistant

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| Current classification (A,B or C) | B |
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Job Summary:

The McGill Journal of Education (MJE) is a peer-reviewed, generalist academic journal open to a broad range of topics and concerns related to education, with articles published in French and English. The journal is online and open-access. The Department of Integrated Studies in Education is currently searching for a qualified individual to assist the Managing Editor with the task of copyediting. The incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Primary Responsibilities:

1. Performs specific editing and reviewing of documents, audio, video and web maintenance as required.

The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Communications Assistant level “A” tasks in addition to the above listed functions.

Minimum Education, Certification and Experience:

High School Diploma with one year of relevant copyediting experience.

Other Qualifying Skills and/or Abilities:

Candidate must be highly organized, detail-oriented and flexible with strong computer/technological and editorial skills. Experience with page layout programs, HTML and expert knowledge of Microsoft Word would be considered a great asset. English, spoken and written. French, reading knowledge.

Salary: \$20.00 per hour

Schedule: 5 hours per week

Duration: July 9, 2018 – December 7, 2018 with possibility of extension

Hiring Unit: Department of Integrated Studies in Education, Faculty of Education

This position is covered by the AMUSE collective agreement.

How to Apply: If you are interested in this position, please email your CV and cover letter to mje.education@mcgill.ca.

Applications must be received no later than Friday, June 29, 2018 at 5:00 PM.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.