

## CALL FOR APPLICATIONS FOR EXECUTIVE EDITORIAL BOARD (2020–21)



The Windsor Review of Legal and Social Issues (“Review”) is now accepting applications for the Executive Editorial Board positions for the 2020–2021 academic year.

### **Position Credit Allotment**

Each Executive Editorial Board member of the Review receives 3 credits per semester for the work done in the roles, for a total of **6 credits for the year**. The credits are allotted on a Pass/Fail basis by the Review’s Faculty Advisor.

### **EXECUTIVE ARTICLES EDITOR**

The Executive Articles Editor is responsible for ensuring the quality of all editorial work completed by the Review. The role includes the following responsibilities:

- Take lead role in screening all papers for print edition and conference
- Oversee the entire editorial team and editing process
- Working closely with and supporting the Editor-in-Chief
- Develop an editing strategy for each paper and distribute papers to each editorial team accordingly
- Review work completed by editorial teams
- Lead training sessions for substantive editing and citations
- Distribute feedback forms to editorial team and track progress of individual editors throughout the year
- Assist all editorial members with substantive editing, citation checking, and style questions as required
- Perform final edit on all articles approved for print publication
- Attend and participate in regular Editorial Board meetings
- Assist with article selection process for both print publication and student conference
- Hold regular office hours throughout the school year

An ideal candidate will demonstrate:

- Strong leadership ability
- Passion for legal scholarship
- Commitment to the founding principles of the Review
- Understanding of the editorial process
- High quality writing skills
- Excellent attention to detail
- Strong organization skills

Please include a cover letter and two-page CV with your application. Combine your application into a single PDF and submit to Adrin Shojaie at [shojaie@uwindsor.ca](mailto:shojaie@uwindsor.ca) **by 5 p.m. on April 1, 2020.**

## **SOLICITATIONS EDITOR**

The Solicitations Editor is responsible for the solicitation, assessment, and peer review process of all papers. The role includes the following responsibilities:

- Oversee the entire solicitation process
- Train and oversee Senior Editors
- Coordinate the internal review of submissions with Editorial Board members
- Develop a solicitation strategy for call for submissions for both print publication and student conference
- Manage all social media
- Organize and maintain copies of all submissions received from authors (including all updated copies received post-peer review)
- Assess submissions and identify relevant peer reviewers
- Create and maintain a bank of peer reviewers for use by future Editorial Boards
- Establish and maintain relationships with both contributors and peer reviewers by communicating regularly about the status of articles
- Ensure authors for print publication receive and sign copyright agreements
- Attend and participate in regular Editorial Board meetings
- Hold regular office hours throughout the school year

An ideal candidate will demonstrate:

- Willingness to develop and foster positive working relationships with faculty and contributors
- Proactive approach to workload
- Passion for legal scholarship
- Commitment to the founding principles of the Review
- Understanding of the editorial process
- Strong leadership ability
- High quality writing skills
- Strong communication skills
- Excellent organization skills

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## **BUSINESS MANAGER**

The Business Manager is responsible for maintaining the Review's accounts and for managing the distribution of each issue. The role includes the following responsibilities:

- Oversee the Review's website and student conference
- Hire, train, and oversee Business Associates
- Manage the distribution of the print publication
- Maintain the Review's accounts and records
- Assist in setting the Review's budget and submit budget to Faculty for approval
- Work with other members of the Executive Board to ensure the overall quality of the Review
- Draft and edit the annual Masthead for the Review
- Secure venue, organize catering, and facilitate dinner for student conference
- Organize all other logistical components of student conference including: IT, registration, staffing, panel schedule, programs, and awards
- Assist with article selection process for both print publication and student conference
- Train incoming summer business manager at end of academic year
- Attend and participate in regular Editorial Board meetings

An ideal candidate will demonstrate:

- Proactive approach to workload
- Understanding of business and budget management
- Passion for legal scholarship
- Commitment to the founding principles of the Review
- Understanding of the editorial process
- High quality writing skills
- Strong leadership ability

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Interviews for all three positions will be conducted via Skype during the first week of April.