Position: Writing Contest Program Assistant, Student Learning Commons, Library, Simon Fraser University

Description: The Writing Contest Program Assistant is a paid position for a current SFU graduate student who is interested in recognizing excellence in undergraduate student writing and learning more about the back-end work of publishing. The assistant’s main duties are: (1) receiving, organizing, and vetting writing contest submissions using the Open Journal System, (2) organizing the pre-screening and judging processes for the contest submissions using the Open Journal System, (3) planning the writing contest closing reception (to be held in March 2024)

The Assistant works under the supervision of an SLC Coordinator. This position will primarily involve remote work but may also include some in-person work on the Burnaby campus.

Minimum Qualifications:
- Registration at SFU for a graduate program;
- Demonstrated written communication skills in English (demonstrated written communication skills in additional languages considered an asset);
- Demonstrated ability to work independently;
- Previous experience working with the Open Journal System or other online journal publication platforms considered a significant asset (but not required).

The Writing Contest Program Assistant is expected to
- communicate regularly with the writing contest planning committee
- answer routine student questions about the writing contest
- defer questions that require interpretation of the contest’s rules and regulations to the contest planning committee
- learn how to effectively use the Open Journal System to support the organization of contest submissions and the contest review process (training will be provided)
- routinely and proactively check contest submissions to ensure effective organization and communication
- be reliable and punctual, and respond to email in a timely way
- keep all student matters and information confidential

The Writing Contest Program Assistant does not
- communicate with students who have submitted to the writing contest directly (such communication should be directed to an SLC Coordinator)
- influence the outcome of the writing contest

Salary: $26.50 per hour (plus 4% in lieu of vacation)
Hours: 40 hours, with the possibility of extension if additional hours are needed to complete the assigned tasks
Term: November 2023-April 2024 – note that the university and the writing contest will be closed December 24-January 1. The Assistant is not expected to work during this period.
Location: Primarily remote. Some on-campus work in Burnaby possible

Application Process:
Applications must include electronic copies of:
- a cover letter and résumé/curriculum vitae in a single PDF attachment
- name and contact information for 2 references
Position: Writing Contest Program Assistant, Student Learning Commons, Library, Simon Fraser University (cont’d…)

Applications must be submitted via email to Julia Lane (jhlane@sfu.ca), Writing Services Coordinator, Student Learning Commons by August 13, 2023.

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

Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumíxw (Squamish), səl̓ilwətaɁɬ (Tsleil-Waututh), číč̓ay̓ (Katzie), kʷikʷəƛ̓əm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen Peoples on whose unceded traditional territories our three campuses reside. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library’s Statement on Equity, Diversity and Inclusion provides more information. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.