

Journal Coordinator Social Work and the Administration of a Journal, Faculty of Social Work

Position Description

Area: Social Work and Journal Development

Duration: Approximately 12 months

Start Date: December, 2023

The Faculty of Social Work invites applications for a **Journal Coordinator position**. This position can work remotely from home. This is a part-time opportunity for up to 10 hours per week.

Job Description:

The main focus of this position will be to assist with the development and implementation of a Faculty of Social Work Journal. Other responsibilities include managing research ethics applications and amendments, managing a national study in Canada, conducting interviews and analyzing data, drafting publications and reports, contributing to knowledge mobilization activities (peer-reviewed publications, conference presentations, webinars, workshops, etc.) and other duties as required.

Qualifications:

- Applicants must be currently enrolled in an accredited Social Work program in Canada.
- Applicants should have a strong interest in academic publishing and knowledge mobilization.
- Minimum 2-years of experience in a research setting.
- Prior experience with qualitative interviews and qualitative data analysis.
- Strong organizational and coordination skills.
- Strong communication skills (written and interpersonal).
- Flexibility, commitment, and ability to plan meetings (scheduling, location, recruiting participants).
- Proficiency with Microsoft Office Suite, specifically MS Word, Power Point, and Excel.
- Experience with ZOOM and Microsoft Teams.
- Experience working in academic journal development or management is a strong asset.
- Experience with program evaluation is a strong asset.
- Experience with SPSS and NVivo is a definite asset.
- Experience using PeopleSoft or similar program is a strong asset.

Application Details:

Please send a letter of application, curriculum vitae, sample of published or other academic work, and names and contact information of two referees by Nov 24, 2023 to: TFELproject@ucalgary.ca
Subject Line: Journal Coordinator Application – Name

We would like to thank all applicants in advance for submitting their resumes; please note that only those candidates chosen to continue on through the selection process will be contacted.