

Executive Positions

Editor-in-chief - 2 positions

Responsibilities:

1. Ultimately responsible for all publications and actions taken by the WURJHNS and its members
2. Organize and maintain a timeline for all WURJHNS functions throughout the year
3. Plan and run the Western Undergraduate Research Forum
4. Ensure manuscript submissions align with the scope and submission guidelines of the journal
5. Oversee editorial process and approve final decisions by associate editors regarding manuscript acceptance/rejection
6. Oversee all functions organized by the Academic Affairs Committee

Eligibility Criteria:

1. Entering 3rd or 4th year of a Science, Medical Science, or Health Science program
2. High academic standing – cumulative average of 75% or higher
3. At least 4 months of research experience relating to the fields of Biology, Chemistry, and/or Health Sciences is highly recommended

Associate Editor - 2 positions

Responsibilities:

1. Facilitate the manuscript review process as detailed by the editor-in-chief
2. Serve as the primary contact for authors; e.g. responding to inquiries and following up regarding submissions
3. Organize training session for editorial review board and maintain contact throughout the year
4. Assign reviewers to a manuscript and respond to any inquiries regarding the manuscript review process

Eligibility Criteria:

1. Entering 3rd or 4th year of a Science, Medical Science, or Health Science program
2. High academic standing – cumulative average of 75% or higher
3. At least 4 months of research experience relating to the fields of Biology, Chemistry, or Health Sciences is highly recommended

Managing Editor – 1 position

Responsibilities:

1. Manage the WURJHNS budget
2. Keep track of all manuscript reviews, and ensure that appropriate graduate and faculty reviewers are obtained

3. Handle all logistical requirements of WURJHNS functions; e.g. room booking, A/V set up, refreshments
4. Maintain contact records for all team members, general email lists, etc.; take minutes at all WURJHNS meetings
5. Transcribe meeting minutes, members lists, email enquiries
6. Meet with Editors-in-Chief and Faculty Mentors at monthly scheduled meetings
7. Participate in biweekly undergraduate team meetings
8. Work with the editors-in-chief to increase readership and recruiting manuscript submission;
9. May be asked to take on additional projects such as making presentations or drafting documents as per the Editor-in-chief's request

Eligibility Criteria:

1. Registered in a Science, Medical Science, or Health Science program
2. High academic standing – cumulative average of 75% or higher
3. Exceptional time management skills

Editorial Review Board Positions

Reviewer – 5-8 positions

Responsibilities

1. Maintain objectivity and high ethical standards when reviewing a given article
2. Ensure that the article is reviewed in a timely fashion as directed by the editor
3. Ensure that the integrity of the journal is upheld by conducting a rigorous academic review of manuscripts
4. Attend scheduled reviewer training sessions and meetings

Eligibility Criteria

1. 3rd year students, 4th year students, and graduate students are preferred. However 2nd year students may be accepted if they possess at least 1 year of research experience
2. Registered in a Science, Medical Science, or Health Science program
3. High academic standing – cumulative average of 75% or higher

Academic Affairs Positions

Academic Affairs Coordinator – 2 positions

Responsibilities:

1. Organize and coordinate undergraduate workshops on applying for undergraduate research opportunities and on skill development (e.g., scientific writing seminars)
2. Develop and implement effective promotional techniques to increase awareness about the WURJHNS
3. Interview and select First Year Representatives
4. Manage the Academic Affairs Committee, including the First Year Representatives and the Graphic Designer, to ensure that tasks are completed in a timely fashion

Eligibility Criteria:

1. Undergraduate students entering their 2nd, 3rd or 4th year of a Science, Medical Science, or Health Science program
2. High academic standing – cumulative average of 75% or higher
3. Strong ability to manage and work with a team

Academic Affairs Committee Member – 5-8 positions

Responsibilities:

1. Develop and implement effective methods to promote WURJHNS on campus
2. As directed by the Academic Affairs Coordinators, set up the undergraduate workshops
3. Research workshops already available on campus to ensure the WURJHNS is offering a novel and informative session

Eligibility Criteria:

1. Undergraduate students entering their 2nd, 3rd or 4th year of a Science, Medical Science, or Health Science program
2. High academic standing – cumulative average of 75% or higher

Graphic Designer – 1 position

Responsibilities:

1. Work closely with the Academic Affairs Committee to produce captivating promotional material, e.g. posters, flyers, business cards
2. Create banners and slides to be used by the academic affairs committee in promotion across campus
3. Advertise and promote the journal in various media
4. As directed by the Academic Affairs Coordinators, assist with other functions of the committee

Eligibility Criteria:

1. Undergraduate students entering their 2nd, 3rd, or 4th year in a Science, Medical Science, or Health Science program.
2. High academic standing – cumulative average of 75% or higher
3. Competent with design software; experience with graphic design