

# Chemistry Notices

For the Week of August 22 to August 26, 2011

## EMPLOYMENT OPPORTUNITIES

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# HEALTH SCIENCE INQUIRY

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*A publication platform for graduate students to discuss, discover, and inquire...*

### Health Science Inquiry – 2011-2012 General Positions

*Eligibility: Canadian graduate student who is currently studying, graduated in 2011, or was a member of HSI in 2010-2011.*

*To apply to a position, applicants need to submit a copy of their CV and an optional statement of interest to [healthscienceinquiry@gmail.com](mailto:healthscienceinquiry@gmail.com) by August 14<sup>th</sup>, 2011. Applicants may apply for more than one position, and should list all positions of interest in order of preference within their applications.*

#### **Reviewers (~20 positions)**

Reviewers will be responsible for critically evaluating and commenting on submissions received by the journal. Each review is expected to be detailed, with comments being made both directly to the manuscript itself (using the 'Track Changes' tool on Microsoft Word) and on a separate assessment form. The goal is to provide feedback to authors and shape each manuscript for publication. Each paper will go through at least one round of reviewing (by 2 different reviewers), and may be subjected to a second round of revision if deemed necessary. Reviewers will report to the Managing Editors, who will be assigning papers and relaying all communication to the authors in a blinded fashion. The review process will begin late February. Reviewers will also be expected to contribute to general group discussions throughout the year.

#### **Senior Editors (~7 positions)**

Senior Editors will be responsible for commenting on submissions (commentaries) after authors revise their manuscripts based on feedback from the editorial review board. All submissions at this point should be close to publication, so the nature of the comments provided by Senior Editors are meant to be brief in addressing any serious flaws that these papers might still have. Each Senior Editor will be corresponding directly with authors in finalizing submissions for publication. Senior Editors will also be reviewing News Articles in a similar manner, which will be written by News Reporters. The review process will begin in late January for News Articles and late February for main submissions (commentaries). In addition, Senior Editors will be expected to contribute to general group discussions throughout the year.

#### **Proof Readers (1-2 positions)**

Proof Readers will do a final read-through of all submissions (commentaries, invitational pieces, news articles) and accompanying text being published in the journal. As different pieces of work will become finalized throughout the year, proof reading efforts can begin as early as mid-late December. Proof Readers will also be expected to contribute to general group discussions throughout the year.

#### **News Reporters (8-9 positions)**

News Reporters will be responsible for writing informative pieces on new and exciting research being conducted by Canadian scientists on the topic of interest (for the 2012 issue, the topic will be Obesity and Diabetes). As the focus will be on Canadian researchers, news reporters may be asked to conduct brief phone interviews with scientists to profile their work in greater detail. Canadian initiatives (non-research related) relevant to the topic of interest may also be written about. It will also be the News Reporters' role to select relevant topics within the obesity and diabetes and researchers of interest to

# EMPLOYMENT OPPORTUNITIES, *continued*

write about and discuss their thoughts with the rest of the team. News Reporters will also be expected to contribute to general group discussions throughout the year.

## **Communications Associates (5-6 positions)**

Communications Associates will be assisting the Division Manager – Communications in delivering all outreach/communications goals of the journal. This will include inviting faculty members to join the 2011-2012 Judging Panel, inviting interviewees to contribute to News Articles and further developing the journal's current outreach process. Communications Associates will also be expected to contribute to general group discussions throughout the year.

## **Sponsorship Associates (2-3 positions)**

The Sponsorship Associates will work with the Division Manager – Sponsorship to oversee the entire sponsorship process – including the creation of a sponsorship package and disseminating sponsorship information to all departments of interest (with the help of the Communications team).

## **Layout Associates (2-3 positions)**

Layout Associates will be involved with all aspects of designing the electronic publication of the journal. They will also be expected to contribute to general group discussions throughout the year.

## **Webmaster (1 position)**

The Webmaster will be responsible for overseeing the HSI website throughout the year. They will also be expected to contribute to general group discussions throughout the year.