

Dear applicant,

Thank you for your interest in the position of Editor-in-Chief of Flux: International Relations Review for the 2023-2024 academic year. Flux, IRSAM's print journal, publishes undergraduate academic articles in two issues every year. Flux provides its staff of editors, peer reviewers, and authors the chance of getting fruitful and instructive experience in the realm of academic publication. More broadly, we aim to broaden student participation in academic debate and impart valuable writing and editing skills to our staff.

Applications will be accepted until 2 April 2023, 11:59 PM. Please submit the documents outlined below. All applicants will be notified by 4 April whether or not they have received an interview. Applicants will be contacted individually to schedule an interview time.

The appointee will be announced in early April and will be expected to attend several training and feedback meetings with the outgoing Editor-in-Chief. This will give the appointee an adequate introduction to the inner workings of the Flux and IRSAM. The appointee will officially assume the position on 1 May 2023.

If you have any questions regarding the application process, please contact Graydon Davidson at flux@irsam.ca.

Thank you again for your time and interest, I look forward to reading your application!

Non-exhaustive list of responsibilities of Editor-in-Chief

- ~ Manage Flux's Online Journal System website and liaise with the library for training and upgrades
- ~ Draft annual budget, actuals, and submit funding requests
- ~ Hire a team of directors, editors, graphic designers, and peer reviewers
- ~ Organize the Call for Submissions
- ~ Organize editorial and peer review workshops along with the Director of Peer Reviewers
- ~ Assume responsibility for the design of the journal and/or hire layout editors
- ~ Create a fall and winter publication schedule
- ~ Manage Flux's social media outlets along with the Director of PR and Communications
- ~ Explore opportunities for public outreach and campus engagement along with the Director of Outreach and Engagement
- ~ Coordinate the Flux's activities with IRSAM and foster collaboration with other IRSAM portfolios (McMUN, SSUNS, etc.) and IRSAM Board members by working with the VP Flux

Skills required for the position of Editor-in-Chief

- ~ Excellent oral and written communication skills
- ~ Visible dedication and willingness to lead by example
- ~ Strong organizational skills
- ~ Thorough understanding of academic methodology and referencing styles
- ~ Previous experience in academic publishing
- ~ Leadership and people management experience
- ~ Ability and willingness to commit 7 hours minimum per week throughout the 2022-2023 academic year



- ~ Exceptional organizational and time management skills

Recommended Qualifications:

- ~ Previous editing experience with Flux
- ~ Written and spoken proficiency in French
- ~ Understanding of Quantitative methodology in the Social Sciences

Required Supporting Documents:

- ~ Cover letter and CV (please submit one PDF with both documents)
- ~ One academic writing sample of at least 7 pages excluding cover page and references, from a 300-level class or above at McGill (please submit in .doc or .docx format)
- ~ 1 academic editing sample (from Flux or elsewhere; please include the original copy with first round of comments for the author and the published version) (please submit in .doc or .docx format)
- ~ A copy of the application form below, in .pdf format (you can download it as a pdf in the 'file' drop-down menu)

Please send all supporting documents in a single email to flux@irsam.ca by 11:59 PM on 2 April 2023.

Flux Editor-in-Chief Application Form

Please answer all of the questions in as many or few words required.

| Administrative and Personal Information | |
|--|--|
| <i>Full Name</i> | |
| <i>McGill Email</i> | |
| <i>Preferred Email</i> | |
| <i>Phone Number</i> | |
| <i>Year of Study and Faculty</i> | |
| <i>Major(s) and Minor(s)</i> | |

Substantive Questions

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| <p>What do you think makes Flux a unique publication at McGill?</p> |
| <p>What aspects of Flux would you like to see improved and how would you do so?</p> |
| <p>Detail one substantial new change, project, or initiative you would like to see implemented during your tenure.</p> |
| <p>Please explain any experience that you feel prepares you for the role of Editor-in-Chief.</p> |

How do you envision the role of Editor-in-Chief?

What do you expect to be your biggest challenge as Editor-in-Chief? How would you address it?

What is your vision for Flux next year? How would you like to leave your tenure in April?

What do you believe Flux's greatest challenge is currently, will this change in the future, why or why not?

