

Positions

The following descriptions of Senior Board positions are not intended to be an exhaustive list of all duties or responsibilities. Senior Board members are encouraged to take ownership of their portfolios and expected to perform different tasks as necessitated by the overall objectives and strategic direction of the *OLR* each academic year. The Senior Board may adjust the number of Senior Board positions and delegate responsibilities as determined to be necessary, depending on each year's needs.

Editor-in-Chief, Administration

(bilingualism is an asset, but not required)

The Editor-in-Chief, Administration is responsible for the overall administration and operation of the *OLR*, including but not limited to the following duties:

- Setting the strategic direction of the *OLR* for the academic year in conjunction with the Editors-in-Chief, Articles;
- Overseeing the work of the Senior Board and assisting Senior Board members in planning and carrying out their portfolio assignments;
- Managing the day-to-day operations of the *OLR*, including maintaining the *OLR* office;
- Coordinating and chairing Senior Board meetings;
- Maintaining the *OLR*'s external relationships, including acting as liaison with the Faculty; and
- Administering the election of the Senior Board and overseeing its transition.

Editor-in-Chief, Articles

- English
- French

The Editors-in-Chief, Articles, are responsible for overseeing the selection and editing of all content published by the *OLR*, including but not limited to the following duties:

- Overseeing and coordinating the submissions and editing processes with the Submissions Managers and the Executive Editors;
- Serving as the main point of contact between the *OLR* and authors of accepted publications;
- Supervising the multi-stage editing process, including conducting final edits of all articles before publication; and
- Coordinating the typesetting, proofreading, and printing process with the *OLR*'s publisher.

Executive Editors

- English
- French

The Executive Editors are responsible for managing and overseeing the editing cycles, including but not limited to the following duties:

- Managing the editing cycles for student editors, including serving as the main point of contact for student editors during editing cycles and addressing any issues that arise;
- Coordinating and managing training sessions for Assistant and Associate Editors;
- Maintaining editing cycle resources, including the *OLR Style Guide* and *OLR Editing Handbook*; and
- Monitoring the performance of student editors.

Submissions Managers

- English
- French

The Submissions Managers are responsible for organizing the submissions process, including but not limited to the following duties:

- Organizing periodic calls for submissions for articles (including book reviews, case comments, and speeches), and/or targeted active solicitation campaigns;
- Receiving and processing submissions, including anonymization and preparation for the pre-screening process;
- Acting as the point of contact for authors and contributors during the pre-screening and acceptance process, including communicating Senior Board decisions and updates regarding the progress of their submissions;
- Soliciting peer review assessments of pre-screened articles by researching and contacting experts in a given area;
- Fostering long-term relationships with peer reviewers;
- Transferring approved submissions to Editors-in-Chief, Articles; and
- Ensuring the strict confidentiality of all potential authors.

Business Manager

The Business Manager is responsible for managing the *OLR's* finances, including but not limited to the following duties:

- Establishing an annual budget with the input of the Editor-in-Chief, Administration;
- Tracking and verifying revenue and expenses internally;
- Providing regular budget updates to the Editor-in-Chief, Administration and Faculty Advisor;
- Coordinating the processing of payments and reimbursements with the Faculty's Finance department;
- Coordinating *OLR* employee hiring and remuneration with the Faculty's Human Resources department; and
- Assisting in soliciting financial grants, sponsorship, and advertising opportunities, if necessary.

Human Resources Manager

(bilingualism is an asset, but not required)

The Human Resources Manager is responsible for candidate recruitment, including but not limited to the following duties:

- Coordinating the recruitment of Assistant, Associate and Senior Editors;
- Ensuring the confidentiality, fairness and legitimacy of the candidate recruitment and evaluation process;
- Organizing committee placements for Associate Editors;
- Managing editor relations by addressing demands, grievances, or other issues; and
- Supporting current and future strategic development of the *OLR* through equitable and inclusive HR policies.

Communications Manager

(bilingualism is an asset, but not required)

The Communications Manager is responsible for managing *OLR's* social media presence and marketing communications, including but not limited to the following duties:

- Planning and producing social media content and outreach campaigns to promote the *OLR's* activities and events;
- Designing creative content and marketing materials for the *OLR*; and
- Increasing engagement across all the *OLR's* social media platforms.

Academic and Professional Development Manager

The Academic and Professional Development Manager is responsible for developing academic and professional development programming for the *OLR*, including but not limited to the following duties:

- Organizing internal and external events throughout the academic year;
- Planning and implementing initiatives to increase engagement of editors and that contribute to their *OLR* experience; and
- Maintaining the *OLR's* alumni database.

Special Projects Manager

The Special Projects Manager is responsible for special initiatives based on the strategic direction set out by the Senior Board, including but not limited to the following duties:

- Organizing minute-taking by Associate Editors for Senior Board meetings;
- Planning and executing new initiatives that raise the *OLR's* profile within the Faculty and externally; and
- Advising the Senior Board on internal policy or projects.

Online Managers

- Blog
- Podcast

The Online Managers are responsible for overseeing the *OLR's* online presence and digital content, including but not limited to the following duties:

- Managing and updating the content of the *OLR* website, including liaising with the *OLR's* web developer, if necessary;
- Soliciting and publishing new articles for the *OLR* Blog; and
- Producing episodes for the *OLR* Podcast.

Research Colloquium Manager

The Research Colloquium Manager is responsible for organizing the annual Emilio Binavince Research Colloquium, including but not limited to the following duties:

- Evaluating student research submissions; and
- Organizing student panels, awards, and workshops.