



THE UNIVERSITY OF BRITISH COLUMBIA  
Centre for Migration Studies

## GAA Job title: Editorial Assistant

Salary: \$38.65-40.16/hour + benefits (rate depends on student level)

Hours per week: 5-10 hours/week

Appointment dates: January 27 – April 31, 2025

### Job Description

The Editorial Assistants support the writing, editing, and coordinating of the [Migration Insights Series](#). This series features three-page research briefs, which concisely summarize peer-reviewed research by CMS affiliates tailored for scholars, students, policymakers, and the public. Working under the direction of CMS Co-Director Prof. [Irene Bloemraad](#), the Editorial Assistants will collaborate with authors to prepare drafts that align with established format guidelines, coordinate with the CMS Communications Specialist responsible for layout, and assist in managing the review process. This role offers an opportunity to develop editorial skills, gain experience in research knowledge dissemination and connect with migration scholars. Each Editorial Assistant will be responsible for editing 3 briefs over a three-month period.

### Major Responsibilities

- Write, assist in writing, and proofread research briefs for the *Migration Insight* series.
- Collaborate with researchers and staff to ensure clear, concise, and accurate communication of research findings.
- Ensure consistency in style and formatting across all briefs.
- Skills in data visualization (to represent quantitative and qualitative data) are an asset.

### Qualifications

*The successful applicant must be/have:*

- Currently enrolled in a graduate program at UBC;
- Excellent oral and written communication skills;
- Ability to read, understand and synthesize quantitative and qualitative research across multiple disciplines
- Ability to work independently and meet deadlines;
- Demonstrated effective organizational ability;

- High level of accuracy and attention to detail.

*The successful applicant will preferably have:*

- Background in migration studies;
- Experience in writing research briefs or reports.

## How to Apply

Please send your cover letter and resume with the subject line “GAA Application – Editorial Assistant” to the UBC Centre for Migration Studies at [admin.migration@ubc.ca](mailto:admin.migration@ubc.ca) by **Monday, January 6, 2025**.