Call for Applications

STEM Fellowship Science Communication Team Executive Position
(National level, Volunteer)

Background on STEM Fellowship and our Vision for Science Communication:

STEM Fellowship is a national, student-led, non-profit organization that uses mentorship and experiential learning to equip the data-native generation with indispensable skills in data science, inquiry, research, and scholarly writing. The goals of our Science Communication team include: analyzing and learning about the novel practices relating to the circulation and rating of research information; supporting the next generation of STEM innovators with scholarly communication of their ideas and findings; and accumulating and sharing scholarly communication practices.

Our Science Communication division comprises the STEM Fellowship Journal (SFJ) - an open-access peer-reviewed journal, a national high school scholarly writing competition, scientific editing certification and interactive scholarly communication workshops that have reached over 500 students across Canada. The SFJ is published by Canadian Science Publishing and it provides high school and university students with their first opportunity for scholarly publication while showcasing original, interdisciplinary ideas of the future academic talent. Through the SFJ, we aim to foster a scholarly network of STEM researchers across Canada.

Scope of Positions:

We are recruiting committed and driven individuals to fulfill leadership roles as executive members of our Science Communication Team; the main portfolios in which Science Communication Executive Members can be involved are listed below under Primary Accountabilities and Responsibilities. These portfolios are not specific position titles; team members have the option to focus on a specific portfolio or on a combination of portfolios based upon their area(s) of interest. The time commitment for each position will be approximately 2 to 4 hours per week, except for the role of an SFJ editor, which has an expected commitment of editing 2 to 3 papers per month.

In addition to the projects below, we are also calling for individuals to create new initiatives to drive forward the implementation of STEM Fellowship’s goals pertaining to Science Communication. STEM Fellowship is constantly seeking innovative individuals to contribute their unique perspectives to our programs.

Primary Accountabilities and Responsibilities:

**SFJ Editor:** Editors are responsible for editing manuscripts submitted to the SFJ and determining whether manuscripts satisfy the SFJ’s academic requirements of a publication. Student editors work closely with authors to offer feedback and assist authors to prepare a manuscript for submission. The editorial team has meetings on a per-need basis and editors are expected to be consistently reachable through Slack and email and to communicate with their team leads regarding their individual progress.
Review Process Lead: The Review Process Lead will primarily be responsible for working with the Student Editorial Board (SEB) Director and the Editor-in-Chief to conduct outreach to academic experts with a PhD in STEM to identify peer-reviewers for student manuscripts submitted to the SFJ. The Review Process Lead will also collaborate with our partners such as ORCID, Canadian Science Publishing and Digital Science to establish strategic vision for the SFJ.

Liaison with Academic Institutions, Organizations and Research Conferences: One key goal of this portfolio is to establish connections between the SFJ and universities across Canada. The liaison will form new relationships with university professors who can connect us with students interested in publishing their research and/or with academic experts who can serve as peer-reviewers for the SFJ. Further, STEM Fellowship partners with research conferences to raise awareness of the SFJ and provide participants attending research conferences with the opportunity to publish their work in our journal; thus, the role of liaison will also entail conducting outreach to organizers of high school and undergraduate student research conferences to develop new partnerships and represent the SFJ with the highest degree of integrity. Liaisons also play a role in collaborating with our existing partners like Youth Science Canada on established initiatives to engage students in the scholarly publication process, representing STEM Fellowship with professionalism.

Explorer of Novel Digital Communication Platforms for Science: STEM Fellowship works in partnership with organizations such as Digital Science to ensure that the SFJ’s publication process is targeted towards the unique skill sets of digital learners of the data-native generation. Our editorial board has initiated research into student-run journals and is investigating how digital platforms such as Mendeley, Twitter, Dimensions.ai, Quora and Reddit are shaping science communication. We are seeking students who are passionate about scholarly publication to work in collaboration with our partner organizations and further our research efforts into new forms of scholarly communication that match the unique skill-sets of digital learners.

Scholarly Writing Workshop Developer/Presenter: This role entails researching scholarly writing techniques and practices and developing workshops to take advantage of new forms of Open Access and digital communication and metrics for science. Our current workshops introduce high school and undergraduate students to fundamental skills pertaining to scholarly publication and editing but we plan to develop workshops based on our research into novel scholarly communication practices (see above portfolio) that teach students to maximize their use of digital tools to enhance scholarly communication. In addition, we are seeking representatives to present scholarly writing workshops and deliver informative presentations about the SFJ to high school students around the country. We work in collaboration with organizations such as The Knowledge Society to deliver workshops to youth in their program and would like to expand our team of workshop presenters to be able to deliver workshops to a greater number of Canadian youth.

Mentor for Internships Review Competition: STEM Fellowship coordinates an annual research internships program that offers high school students the unique opportunity to participate in cutting-edge STEM research at a university laboratory during spring break. In 2019, we will be implementing a literary review competition that will allow students to develop their scholarly writing skills by preparing a review paper on the topic of research from their internship and publishing the paper in the SFJ. We are seeking
dedicated mentors with prior scholarly publication experience to guide student interns through the process of publishing a review paper, including exploring literature on a subject, synthesizing the information, writing a review paper and publishing the paper.

**Journal Processes and Continuity Coordinator:** Executive team members involved in this portfolio will be primarily responsible for working with the Science Communication division to identify and draft all its processes; some examples of such processes are: publishing, editing, and review. Team members will also develop continuity and risk management plans for multiple situations (to be identified by this team) to ensure smooth journal operations in the long run. This portfolio will work with all of STEM Fellowship, while mainly focusing on the SFJ.

**Qualifications:**

Applicants must either be pursuing, or have obtained, a degree in STEM (science, technology, engineering or math) at a Canadian university or be in grade 11 or 12 of high school. Past research experience, or familiarity with scientific publishing gained otherwise, would be an asset for all positions and is required team members who would to develop scholarly writing workshops. Applicants who would like to taken on the roles of SFJ editor, mentor for internships review competition or liaison must have either completed or be pursuing a university degree. Applicants for the Review Process Lead portfolio must have either completed or are currently pursuing a PhD in STEM and have prior scholarly publishing experience. It is recommended that applicants have prior leadership experience.

STEM Fellowship is also recruiting a Director of Science Communication. If interested, new Science Communication Executive Members can be considered for the role of Director of Science Communication following a three month probationary period, as outlined in Application Process below. More details about the role of Director of Science Communication will be provided to new team members who express an interest in the role.

**Application Process:**

To apply, please email your CV to jayneel.limbachia@stemfellowship.org along with a one-paragraph description of why you are interested in being part of our Science Communications Team and what skills or experiences you can contribute. **The deadline for applications is December 9th, 2018.** Following the application period, qualified candidates will be contacted for an interview. Successful applicants will be notified within 2 weeks of the interview. New team members will undergo a three month probationary period, during which time they will work closely with the SEB Director carry out roles and responsibilities as outlined above but will not have the opportunity to initiate new initiatives or apply for larger leadership roles. Following the probationary period, new team members will be given the full responsibilities of STEM Fellowship executives and can apply for larger leadership positions, such as the position of Director of Science Communication.