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Dalhousie Journal of Interdisciplinary Management

Visit [djimblog.wordpress.com](http://djimblog.wordpress.com) for the application package and more information. Follow us on Facebook (Dalhousie Journal of Interdisciplinary Management) to keep up to date on application information!

Submit applications to [DJIM@dal.ca](mailto:DJIM@dal.ca) on or before September 25, 2015. Applications should include a current resume and short statement of interest detailing your position(s) of interest. The positions are for 2 years, acting as incoming co-chair in the first year, and outgoing co-chair in the second year. Please do not hesitate to contact Leah Boulos ([Leah.Boulos@dal.ca](mailto:Leah.Boulos@dal.ca)) with any questions you may have.

## **Co-Chair (1 Position)**

Responsible for calling, organizing, and facilitating meetings of the DJIM Executive Committee and of the entire body of DJIM. Act as a liaison between the DJIM Executive Committee and the Faculty of Management and larger Dalhousie community. Coordinate DJIM finances in cooperation with the Treasurer.

## **Editorial Co-Chairs (2 Positions)**

Responsible for facilitating the publication process. Create a timeline for publication, and act as a liaison between the Executive Committee members and the Editorial Board. Recruit and coordinate an Editorial Board, including Section Editors, Peer Reviewers, and Copy Editors.

## **Communications Co-Chair (1 Position)**

Responsible for recording activities of DJIM through consistent meeting minutes, distributed in a timely manner. Coordinate with other Chairs to ensure DJIM messages are synchronized across the DJIM Executive Committee. Act as liaison between Executive and Faculty of Management and larger Dalhousie community.

## **PR & Marketing Co-Chair (1 Position)**

Responsible for creating and maintaining a public relations and marketing strategy for DJIM. Create promotional material for DJIM events, including promotion of volunteer opportunities. Manage the social media presence of the brand (Facebook, Twitter, Blog).

## **Technical Co-Chair (1 Position)**

Responsible for electronic publishing, maintaining DJIM website and Blackboard Learn site, and making timely updates and assuming responsibility for website functionality. Assist in archiving of activities and output of DJIM, and resolve technical issues that arise. Act as webmaster.

## **Special Projects Officer / Treasurer Exercitatio (1 Position)**

Carry out special tasks and projects assigned by the co-chairs that do not fall under the regular auspices of the other chair positions. Undergo training to transition into the position of Treasurer for the second year of the term.

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