

# Open Positions

---

The Review of Undergraduate Computer Science (RUCS) is the first publication from a top 20 university dedicated solely to undergraduate computer science. We feature the best of undergraduate computer science research at home and abroad.

We are currently building our 2019/2020 team. Please consider applying if you would like to:

- get a taste of professional academia
- forge connections with your peers in CS
- add meaningful academic experience to your CV
- improve your understanding of how research is conducted, reviewed, and published

The deadline to apply is **November 15, 2019**.

## Who Can Apply

---

All applicants must currently be undergraduate students enrolled at a university. Preference will be given to students who are located in Toronto.

## Openings

---

We are looking for talented and passionate students to fill the following roles:

- [Editor](#) (x3)
- [Writer](#) (x2)
- [Frontend Developer](#Frontend Developer) (x1)
- [Graphic Designer/Illustrator](#Graphic Designer/Illustrator) (x2)
- [Social Media Coordinator](#Social Media Coordinator) (x2)
- [Director of Communications](#Director of Communications) (x1)

### Editor

#### Requirements

We are looking for students who:

- have excellent language skills
- are highly proficient at reading and writing in English
- are passionate about academia and science

#### Assets

We will give preference to candidates who:

- are proficient at LaTeX

- are enrolled in a computer science program

**Responsibilities**

As a RUCS editor, you will:

- proofread and edit 3-4 extended abstracts (650–1050 words each) for grammar, style, clarity, and accuracy
- coordinate with abstract authors throughout the process of revising their submissions
- coordinate with RUCS designers and developers throughout the publication of the next issue

**Application**

To apply for this role, please fill out the [application form](#) and send

- a CV/resume,
- an unofficial transcript, and
- one or two writing samples (preferably on an academic topic)

to rucssoft@gmail.com by November 16th.

## Writer

**Requirements**

We are looking for students who:

- are knowledgeable about computer science
- have excellent language skills and enjoy writing
- are passionate about computer science research and education

**Assets**

We will give preference to candidates who:

- have experience writing for a student-run publication
- are enrolled in a computer science program

**Responsibilities**

As a RUCS writer, you will:

- conduct interviews with established computer science researchers
- write 1-2 interview-based articles OR 1-2 articles on another computer-science related topic
- coordinate with RUCS designers and developers throughout the publication of your articles in the next issue

**Application**

To apply for this role, please fill out the [application form](#) and send

- a CV/resume
- one or two writing samples

to rucsuoft@gmail.com by November 16th.

## Graphic Designer/Illustrator

### Requirements

We are looking for students who:

- have experience designing layouts for the web
- have a good eye for colour and typography
- know how to use industry-standard design software such as Illustrator or Sketch

### Responsibilities

As a RUCS graphic designer/illustrator, you will:

- refresh the look of the website in preparation for the new issue
- coordinate with the web developers in implementing your designs on the website
- design layouts for more complex submissions (such as submissions that include graphics or illustrations)
- create posters and graphics to promote RUCS events

### Application

To apply for this role, please fill out the [application form](#) and send

- a CV/resume, and
- two or three sample design projects (please provide links or images and a short write-up for each)

to rucsuoft@gmail.com by November 16th.

## Frontend Developer

### Requirements

We are looking for students who have experience making websites using HTML, CSS, Javascript, and Git.

### Assets

We will give preference to candidates who:

- have used Jekyll and GitHub Pages before
- have had a job or internship as a web developer

### Responsibilities

As a RUCS frontend developer, you will:

- update content on the website in a timely manner
- coordinate with designers to implement design updates on the website
- make improvements to the website's code
- coordinate with RUCS designers, writers, and editors throughout the publication of the next issue

### **Application**

To apply for this role, please fill out the [application form](#) and send

- a CV/resume, and
- two or three sample web projects (please provide links and a short write-up for each)

to rucssoft@gmail.com by November 16th.

### **Application**

To apply for this role, please send

- a CV/resume,
- a cover letter, and
- a portfolio or a few work samples

to rucssoft@gmail.com by November 16th.

## **Social Media Coordinator**

### **Requirements**

We are looking for students who:

- have good communication skills
- are enthusiastic, organized, and punctual
- are interested in computer science

### **Assets**

We will give preference to candidates who:

- Have marketing experience from other clubs or work experiences

### **Responsibilities**

As a RUCS social media coordinator, you will:

- Make posts on social media (facebook, reddit, etc) promoting RUCS events and initiatives
- Email other research-oriented student groups and arrange for cross-promotion
- Send out promotional emails to the RUCS mailing list

### **Application**

To apply for this role, please fill out the [application form](#) and send

- a CV/resume

to rucssoft@gmail.com by November 16th.

## Director of Communications

### Requirements

We are looking for students who

- have excellent written and oral communication skills
- are professional, organized, and prompt
- can act as a liason and representative of RUCS to other organizations

### Responsibilities

As the RUCS director of communications, you will:

- liaise with other organizations to communicate the RUCS mission, obtain funding, coordinate events with other students groups, etc
- set meetings and establish timelines
- help keep RUCS documentation up-to-date and communicate important updates and deadlines to RUCS stakeholders

### Application

To apply for this role, please fill out the [application form](#) and send

- a CV/resume, and
- a cover letter

to rucssoft@gmail.com by November 16th.