



## NavalAffairs-Naval Association of Canada (NAC)-Research Coordinator

**Role-**Coordinate, as directed by the Coordinator NAC Naval Affairs, the production of background papers on such topics as maritime sovereignty for the evolving NAC Knowledge Base

### • **Duties and Responsibilities**

- Establish and maintain links with teaching academics to enlist student writers
- Develop annual academic paper production plan based on direction from the Director Naval Affairs
- Publish a list of 10-12 papers annually based on the paper production plan and distribute to academics and for student interest
- Draft up a short contract, for the approval of the Coordinator NAC Naval Affairs, for writers aimed primarily at active students
- Manage the payment of grants for writers
- Release or post standard instructions for each paper
- Assess and correct the initial bibliography and outline for each assigned academic paper as well as review the first draft and the final draft
- Update the NAC Naval Affairs website (when online) on published papers and papers still sought
- Choose selected papers for publishing elsewhere and assist the writer to get papers published
- As appropriate for each NAC annual conference establish if papers are sought and guide the conference planning to offer speakers this option, and a publishing bonus. As part of this task liaise with the potential host journal to see they are published and to ensure that NAC's role is highlighted. If NAC elects to work with a journal by sponsoring an issue, lead this effort.
- Maintain an electronic bibliography on traditional NAC topics (Submarines, Naval rationale, etc.) and share these with the NAC members who wish to write papers and contribute to op-eds.
- Monitor the CDA papers and USNIP, and Naval Review for material worth posting on the NAC site (monitoring copyright rules) or sending to select journals (CNR?)
- Be prepared to write or guide the writing of time critical op-eds or

**Compensation**-successful candidate will be retained on monthly basis for a retainer of \$1250.00 per month not including HST.

### **How to Submit:**

Applications are to be submitted, no later than 9 March 2018 to:

Executive Director  
Naval Association of Canada  
1138 Sauterne Pk  
Orleans, On  
K1C 2N8

### **What must be submitted:**

- Detailed CV with copies of appropriate degrees and awards. CV to include proof of:
  - A focus on defence and security
  - A proven understanding of the maritime environment
- Letter of recommendation from at least one supervisor/professor attesting to the candidates:
  - Research skills and ability, providing examples
  - Ability to work cooperatively, providing examples
  - Ability of logical problem solving, providing examples
  - Ability to work independently and at a distance from direct supervision, providing examples
  - Ability to function successfully in a complex IT environment
- Examples of the candidate's original written material

### **Work Environment**

Successful candidate must supply own work site, work stations and administrative and software needs.