



The Allan L. Beattie Assistantship 2026–2027

GRADUATE STUDENT JOB OPPORTUNITY

Assistant to the Editors for the *Toronto Journal of Theology*

Application deadline: March 13, 2026

Published by the University of Toronto Press for the Toronto School of Theology (TST), the *Toronto Journal of Theology* (TJT) is Canada's premier forum for discussing theological issues in cross-cultural and inter-disciplinary perspectives, featuring pertinent articles, in-depth reviews and information on the latest scholarship in the field.

The TJT is a double-blind peer refereed journal of analysis and scholarship, reflecting diverse Christian traditions and exploring the full range of theological inquiry: biblical studies, history of Christianity, practical theology, Christian ethics, systematic theology, philosophy of religion, and interdisciplinary studies. It has an international audience of academics, professional theologians, clergy, and lay ministers. Anyone concerned with contemporary theological scholarship will find the journal essential reading.

The TJT publishes two issues a year, each with articles and 15–20 book reviews. Occasionally there is a third issue, published as a special supplement.

The **Assistant to the Editors** (Assistant) works under the supervision of the General Editor with regards to manuscript submission and review process, galley proofs, and other aspects of content management and communication. The Assistant also works with the Book Review Editor to administer the book review process. The Assistant may be assigned other tasks in support of TJT.

Term: May 1, 2026 to April 30, 2027. Upon application and mutual agreement, the appointment may be renewed.

Remuneration: Hourly stipend of \$29.00 plus 4% vacation pay and statutory benefits. Based on a maximum of 365 hours per year, the total value is \$11,000 per annum. This bursary award is supported in part by the Allan L. Beattie Endowment, with funding from the OTSS program of the Ontario Ministry of Advanced Education and Skills Development.

Eligibility:

A TST research doctoral program (PhD) student who:

- Has completed course work;
- Meets OTSS requirements: is a Canadian citizen, a permanent resident or Protected Person; qualifies (for OSAP purposes) as a resident of Ontario;

Qualifications:

- Familiarity with theological scholarship;
- Ability to learn on-line content management systems and other publishing software;
- An interest in the mechanics of scholarly publishing;
- Ability to work well with people such as the editorial board, scholars and the UofT Press;
- Excellent communication skills;
- Highly organized and attentive to deadlines.

Workload: The default FTE (full-time equivalent) is 20% FTE, or 365 hours over the twelve- month tenure of the award. This maximum is open to negotiation between the successful applicant and the TJT editor. Workload from week to week will vary within the term to meet the demands of the TJT publishing cycle.

Work Location: Much of the work may be done remotely; some in-person or hybrid meetings. A workstation at TST is available.

Supervision: The Assistant works under the supervision of the General Editor.

Educational Considerations:

The Assistant will:

- Gain knowledge and experience in the area of scholarly publishing;
- Be mentored by the General Editor and other Editors;
- Develop discernment in the evaluation of research and scholarly reporting, learn to recognize submissions that are relevant, solidly grounded, lucid, and cutting-edge;
- Gain familiarity with recent publications in the theological disciplines;
- Develop communication skills.

Application Process: Please send your application via email only to jobs@tst.edu

To apply, submit the following documents as PDF files:

- Cover letter
- Curriculum Vita
- Names and contact information (phone and email) for academic references. At least one must be an academic reference.
- OSOTF Financial Needs Assessment Form, available here: [OSOTF 2025-26 Financial Needs Assessment Form Fillable.pdf](https://www.tst.edu/2025-26-Financial-Needs-Assessment-Form-Fillable.pdf)
- Declaration and Consent Form, available here: [Declaration and Consent Form Fillable.pdf](https://www.tst.edu/Declaration-and-Consent-Form-Fillable.pdf)

Online posting: <https://www.tst.edu/tst-board-trustees-scholarships-bursaries-awards>

Applications will begin to be reviewed **March 13, 2026** and will continue until the role is successfully filled.



TST may invite applications from persons known to have the appropriate qualifications.

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