

POSITION TITLE: Associate Editor

PRIMARY PURPOSE: To serve as the Editor's partner; to share essential duties with the Editor in order to maintain order, records, and efficiency among staff and contacts

ESSENTIAL DUTIES: To coordinate "behind the scenes" work for the production of the *Review*

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings
- Meet weekly with Editor-in-Chief and Faculty Advisor
- Maintain communication with Annette Flannery (or other printing partner) regarding publication of books
- Help coordinate production deadlines
- Ensure production deadlines are met and handle mailing of prints and other materials to printing partner
- Keep track of *Review* Gmail database and communicate with contributors as needed
- Check voicemail, US mail, and distribute mail to editors' boxes
- Order operating supplies, coordinate reimbursements, deposit income
- Communicate with Administrative Assistants at CSL regarding finances
- Assist in final reading/selection/editing of submissions
- Assist Marketing Director in planning of biannual publication parties
- Coordinate staff retreats/events with Editor
- Organize and facilitate creative writing workshops
- Document office hour schedule and staff contact information
- Participate in CSO and related chartered leader activities
- Aid in training of incoming staff
- Work with Editor to coordinate distribution, events, meetings, and Association of Writers and Writing Programs (AWP) conference
- Manage *Review* budget/deficit
- Maintain documentation of *Review* affairs

QUALIFICATIONS:

- Current enrollment as an undergraduate at SCU
- Good academic and behavioral standing with the University
- Minimum GPA 2.0
- Effective fiscal and business management skills
- Extensive writing and editing skills
- Previous experience with the *Review* preferred
- Self-motivation, enthusiasm, and respect for various working styles and personalities
- Ability to thrive in a collaborative setting
- Ability to meet deadlines