

POSITION TITLE: Owl Editor

PRIMARY PURPOSE: To produce the *Owl*—featuring work exclusively by Santa Clara University students—and enhance the *Review*'s presence on campus.

REPORTS TO: Editor-in-Chief

ESSENTIAL DUTIES: To develop the on-campus literary community by building relations between student creative writers, the *Review*, the Department of English, and other relevant departments/organizations

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings
- Work with Webmaster to manage *The Owl* website
- Create and manage staff of assistant editors
- Solicit work through website, classes, *Review* and related events, fliers, and outreach to professors in Departments of English, Communication, and other relevant campus departments/organizations
- Coordinate writing workshops to help develop student writers, the student writing community, and student writing
- Work in conjunction with KSCU, the Stable, and other student organizations for promoting multi-modal student work
- Work in conjunction with related departments (e.g. English Club, Department of English, Creative Writing Program) for co-sponsorships
- Work with Marketing Director for Owl Advertising
- Hold regularly scheduled office hours one hour per week

QUALIFICATIONS:

- Current enrollment as an undergraduate at SCU
- Good academic and behavioral standing with the University
- Minimum GPA 2.0
- Extensive knowledge of literature and editing
- 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