

POSITION TITLE: Poetry Editor

PRIMARY PURPOSE: To read and edit all poetry that will appear in the *Review*

REPORTS TO: Editor-in-Chief

ESSENTIAL DUTIES: To read and evaluate all poetry submissions and select the best works for publication

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings
- Procure several assistant editors from the student body and plan weekly meetings with them to discuss submissions
- Post materials for Practicum each week and lead class discussion
- Solicit poetry submissions from writers through emails, the use of social media, the *Review* website, fliers, websites that list publications/calls for submissions including NewPages, and communication with appropriate faculty
- Thoroughly read all poetry submissions, giving adequate time to analyze and fairly consider each one
- Distribute submissions to assistants and Practicum, and take notes on their reactions and opinions
- Select the best poetry to appear in the *Review*
- Notify writers of acceptances and rejections and respond to all of their questions and concerns in a timely manner
- Maintain contact and good relations with contributors throughout the editing process
- Secure approval of final edited copies from contributors
- Assist in the final editing process of the entire issue
- Attend school events and contribute to the *Review* social media presence, considering current events and campus news for op-ed pieces
- 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