

## Managing Editor, *Scholars' Publications*

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### Position Description:

Scholars' Publications is a publication house by Scholars students for current and prospective Scholars students. The **Managing Editors** will work closely with the Senior Editors in Chief to help them get their vision across and to make sure the article content is representative of Western's standard.

### Duties to Include:

- Review article proposal submissions
- Keep close tabs on the quality of writing that the writers are producing during the writing process
- Be available to meet individually with writers if necessary
- Review article first draft for content and quality.
- Work with junior editors to provide feedback for writers.
- Meet required deadlines
- Attend each semester's meeting
- Attend senior leadership meetings
- Co-manage the Leaf with the Leaf M
- Leaf Specific Managing Editor:
  1. Responsible for the direction of the Leaf
  2. Ensuring all components of the content are present
  3. Overseeing the publication of the Leaf

### Requirements:

- A current Scholars' student
- Past experience as a Junior Editor is preferred
- Ideally, 1-year experience as a past Scholars' Publications team member
- Include two creative writing articles that they have written in the past year
- Interest in writing, with good creative writing skills
- Good written communication skills
- Must be able to identify quality writing
- Experience in editing
- Excellent time management
- Ability to work as a part of a team
- Must attend senior leadership meetings
- Ability to provide effective constructive criticism.
- Please specify in your application if you would like to be considered for the Leaf position.

### Hours:

This position requires a commitment of 3 - 5 hours per week.

### Pay:

This is a volunteer position.

**Managing Editor, *Scholars' Publications Application***

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**DUE: February 27, 2017 at 11:59PM**

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Full Name:

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UWO e-mail

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Faculty/Program

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Year

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1. Describe why you are applying for Managing Editor and why you want to be involved with the Scholars' Publications.
2. What makes you a good candidate for this role?
3. Describe in your own words what you think that the Senior Editor in Chiefs are looking for in an article? (max. 200 words).
4. How would you deal with a situation where a writer is unreceptive to your suggestions?
5. What is your vision for our print publications?
6. Please describe any relevant experience. (max. 300 words).
7. Please attach two recent writing samples with this application (written in the last year), including one you have edited, please indicated the edits you made.

Please submit your application to [scholarspublicationsuwo@gmail.com](mailto:scholarspublicationsuwo@gmail.com) with the subject line "ME – [YOUR NAME]".

**Thank you and good luck!**